ʻIolani School is a co-educational, college preparatory school for grades K–12 founded in 1863 after a request by King Kamehameha IV and Queen Emma to the Church of England. The school’s mission is to develop liberally educated, well-rounded individuals who are well prepared for higher education and for responsible moral citizenship.
2020-21 School Year

Residential Life, New Student Arrival ............................................August 17, 2020
Residential Life Returning Student Arrival and Registration ..................August 20, 2020
First Day of School .................................................................August 24, 2020
Labor Day .............................................................................September 7, 2020
Discoverers’ Day .......................................................................October 12, 2020
Faculty Professional Development Day/US Early Dismissal, No LS Classes ....October 14, 2020
Fall Break ..................................................................................October 23, 2020
Veterans’ Day .............................................................................November 11, 2020
Thanksgiving Break ......................................................................November 26–27, 2020
Christmas Break .........................................................................December 18, 2020–January 3, 2021
Classes Resume ...........................................................................January 4, 2021
Martin Luther King, Jr. Day .................................................................January 18, 2021
Presidents’ Day ............................................................................February 15, 2021
Spring Break ................................................................................March 19–28, 2021
Head of School’s Day ...................................................................April 19, 2021
Memorial Day ................................................................................May 31, 2021
Last Day of Class (US) .................................................................May 28, 2021
Baccalaureate .............................................................................May 30, 2021
Upper School Final Exams .............................................................June 1–3, 2021
Last Day of Class (LS) .................................................................June 3, 2021
Graduation ....................................................................................June 5, 2021

»Visit www.iolani.org for additional calendar listings.
Important Numbers

‘Iolani School’s main phone number is (808) 949-5355. Specific office numbers are listed below.

Admission Office (Day) ................................................................. 943-2222
Admission Office (Boarding) ...................................................... 943-2279
Advancement Office ................................................................. 943-2327
After School Care ........................................................................ 943-2262
Alumni Office ............................................................................... 943-2309
Attendance - Lower School (K–6) .............................................. 943-2227
Attendance - Upper School (7–12) .............................................. 943-2207
Athletic Office ............................................................................. 943-2208
Business Office ........................................................................... 943-2211
Cafeteria ..................................................................................... 943-2223
Campus Store ............................................................................ 943-2203
Chapel ........................................................................................ 943-2205
College Counseling .................................................................... 943-2268
Communications/PR ................................................................ 943-2347
Counseling - Lower School ......................................................... 943-2393 or 943-2225
Counseling - Upper School .......................................................... 943-2339
Financial Aid Office .................................................................... 943-2397
Fair Office .................................................................................... 943-2339
Head of School ............................................................................ 943-2202
Infirmary ...................................................................................... 943-2249
Library - Lower School ............................................................... 943-2278
Library - Upper School ............................................................... 943-2215
Main Office .................................................................................. 949-5355
‘Ohana Office ............................................................................ 943-2322
Performing Arts Office ............................................................... 943-2244
Publications ............................................................................... 943-2252
Residential Admission ............................................................... 943-2279
Residential Life .......................................................................... 943-2231
Residential Summer Programs .................................................. 943-2231
Security ....................................................................................... 478-9253
Special Programs ........................................................................ 943-2262
Sullivan Center ............................................................................ 943-2349
Summer School ......................................................................... 943-2262

»Visit www.iolani.org for a faculty and staff directory.
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The 2020-21 course catalogue for Grades 7–12 is available at www.iolani.org
Welcome to the 2020–21 school year.

This handbook provides parents and students with information regarding ‘Iolani School’s policies and services. We ask all families to read this book to be familiar with the many activities and opportunities available to students, as well as what is expected of all students. Please refer to this handbook as needed throughout the school year. The school also reserves the right to modify the guidelines stated in this handbook as necessary.

We hope the information presented is helpful and contributes to a happy and fulfilling school year. Thank you.
Mission Statement

‘IOLANI SCHOOL is a coeducational, college-preparatory school for grades K–12 founded upon Christian principles. Its mission is to develop liberally educated, well-rounded individuals who are well prepared for higher education and for responsible, moral citizenship.

To foster academic excellence and personal growth in every individual, a school must be challenging and competitive yet compassionate and humane. The ‘Iolani motto, “One Team,” expresses the spirit of unselfish cooperation and mutual support among faculty, staff, coaches, parents and students. ‘Iolani is committed to the following ideals:

» An education which reflects its Episcopal Church heritage and provides a spiritual foundation for the development of personal values and moral integrity.

» An exemplary college-preparatory curriculum with small classes, personalized instruction, and frequent occasions to speak, listen, think and write.

» The development of individuals who are creative and inquisitive, who analyze and synthesize information to solve problems, and who conduct themselves with confidence, discretion, tolerance and compassion.

» A student body diverse in cultural, ethnic and socioeconomic backgrounds who bring the best combination of intellect, talent, character and leadership to the school.

» Programs which offer students ample opportunity to develop their ability and confidence in intellectual, spiritual, social, artistic and physical pursuits.

» A balance of commitment to personal growth and concern for others.

» Lifelong learning and active, informed, productive citizenship in the local, national and global communities.

Accreditation and Memberships

Accredited by the Western Association of Schools and Colleges
Licensed by the Hawaii Council of Private Schools

MEMBER OF:
National Association of Independent Schools (NAIS)
Hawaii Association of Independent Schools (HAIS)
Secondary School Admission Test Board (SSATB)
Educational Records Bureau (ERB)
College Entrance Examination Board (CEEB)
National Association for College Admission Counseling (NACAC)
School and Student Service for Financial Aid (SSS)
National Association of Episcopal Schools (NAES)
Council for Spiritual and Ethical Education (CSEE)
History of ‘Iolani School

‘IOLANI’S HISTORY is closely interwoven with the story of Hawai‘i. In 1862, following a plea from King Kamehameha IV and Queen Emma to the Church of England, the first Anglican bishop and priests arrived to establish the Diocese of Honolulu. By 1863, Father William R. Scott had secured property and begun Luaehu School in Lahaina, Maui. This was the beginning of the present ‘Iolani School.

When Father Scott returned to England due to illness, Bishop Staley sent Father George Mason to relieve him. Father Mason continued to operate the school which his predecessor had founded. In 1870 when Bishop Staley left Honolulu, Father Mason was called back to the capital city. It was at this time that the school was moved to Honolulu. That same year, Queen Emma bestowed on the school the name “‘Iolani” or heavenly bird.

Dr. Sun Yat-Sen was 14 years old when he attended the school from 1879 to 1882. He was known as Sun Tai Cheong at the time. He is often referred to as the “Father of Modern China.” When the revolution put an end to the monarchy and Hawai‘i was annexed by the United States, control of the Diocese of Honolulu passed into the hands of the Episcopal Church. ‘Iolani moved from its Nu‘uanu Valley home to St. Andrew’s Cathedral, where it remained until 1927, when it returned to Nu‘uanu. ‘Iolani continued to function there until 1953, when the school fully relocated to the present campus location near the Ala Wai. The Lower School moved to the Ala Wai campus in 1946.

From a small mission school for young men, founded during the reign of King Kamehameha IV, ‘Iolani has grown into one of the largest and finest independent schools in the nation. In the fall of 1979, ‘Iolani admitted girls and is now fully co-educational. ‘Iolani remains firmly rooted in traditions related to the Episcopal Church.

Students of diverse racial and religious heritage currently attend the school’s thirteen grades (K–12). The students work through a curriculum which prepares them for college, but the school also strives through its academic, arts, athletic and extracurricular programs to intensify and broaden the capacities of its students so that they are prepared for the changing world that awaits them, equipped with healthy social-emotional skills, and moved with a strong sense of personal worth and responsibility to mankind.

The sustaining heart of a school is its faculty. ‘Iolani’s teachers come from across the country and around the world; they bring a wealth of experience and background to the community and are committed to their students.

‘Iolani School Prayer

Almighty God, the fountain of all wisdom and goodness;
We beseech Thee to regard with favor and to visit with Thy blessing,
this school of Christian learning and truth. Endue its teachers with wisdom and sympathy, with patience and right judgment; And to all its pupils grant Thy fatherly care and protection. Give us a spirit of cheerful obedience, of faithful industry, of unselfish consideration, and of kindly courtesy. Guide us by Thy Holy Spirit into the paths of truth and goodness, that we may grow in grace and knowledge of our Lord and Savior Jesus Christ. Amen.
School Songs

Alma Mater

O 'Iolani, at thy call we gather,
To pledge anew our loyalty and love.

Bound fast to thee by bonds no power can sever,
We rise for thee, our firm faith to prove.
We will stand strong and with proud hearts salute thee;
Love stands supreme, our faith shall not move.

Here friendships weave their mystic strands forever,
A fellowship that time shall not defy;
Here dreams of youth take shape and spring to being,
Eternal as the earth, sea and sky.
With vision clear, our minds, our hearts stand open;
We will keep faith, our love shall not die

— Words by Rev. Albert H. Stone (Music to Finlandia)

‘Iolani Nō Ka ‘Oi

Some folks say
‘Iolani is slow,
‘Iolani nō ka ‘oi.

But you just watch
‘Iolani boys go,
‘Iolani nō ka ‘oi.

Fight, boys, put
‘Iolani on the top;
We'll cheer you on
And never, ever stop.

Til you've done your best
To put her on the top:
That's 'Iolani nō ka ‘oi.

Fight, team, fight
Fight, team, fight
Fight, team; fight, team
Fight, fight, fight
COVID-19 Policy

As ‘Iolani School resumes on-campus instruction, our overriding priority is to ensure the continued safety and well-being of our students and families, employees and community during the COVID-19 pandemic. We also recognize how important in-person learning, teaching and collaboration is to education. The following guidelines, together with our prevention strategies, are designed to safely return our students, faculty and staff to campus.

This policy applies to all aspects of instruction and school-related activities, including but not limited to participation in extracurricular activities, athletic programs and events, field trips and travel, off-campus school events, student activities and clubs, Residential Life enrollment and activities, After School Care and After School Programs enrollment and activities, etc.

Please note that this policy is subject to change at ‘Iolani School’s sole discretion as the COVID-19 pandemic evolves. Although it is our desire and intent to provide on-campus instruction for the entire school year, circumstances may necessitate school operations to be conducted online for an undefined period of time.

For any general questions regarding this policy, please contact communityhealth@iolani.org.

POSITIVE COVID-19 TEST, COVID-19 TESTING, SUSPECTED CASE, OR CLOSE CONTACT SITUATION

A student must remain off campus in the event of any of the following situations:

» If the student or someone in his/her household tests positive for COVID-19 or is suspected of having COVID-19;

» If the student or someone in his/her household undergoes testing for COVID-19 (please note that routine or required testing as part of an individual’s job or travel must still be reported at which time specific guidance will be given based on the circumstances);

» If the student or someone in his/her household has been in close contact with an individual infected by COVID-19; or

» If the student or someone in his/her household is advised and/or required to quarantine by any federal, State/Department of Health, and/or City law, order, or directive.

In such an event, you are required to notify the Infirmary at infirmary@iolani.org or call 808-943-2249. The student will be required to remain off campus until he/she is medically cleared and authorized by the School to return.

During this time, the School will work with the student and his/her parent(s)/guardian(s) to determine and coordinate continued online instruction based on the circumstances.

EXPERIENCING SYMPTOMS OF ILLNESS

According to the Centers for Disease Control and Prevention (“CDC”), people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2–14 days after exposure to the virus.

People with these symptoms may have COVID-19:

» Fever or chills

» Cough

» Shortness of breath or difficulty breathing

» Fatigue

» Muscle or body aches

» Headache

» New loss of taste or smell

» Sore throat

» Congestion or runny nose

» Nausea or vomiting

» Diarrhea

Please refer to www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html for a list of the most current symptoms. This list does not include all possible symptoms.
and may be updated or revised by the CDC at any time.

If a student or someone in his/her household suspects they may have COVID-19 based on the CDC’s list of symptoms, please notify the Infirmary at infirmary@iolani.org or call 808-943-2249.

The student will be required to remain off campus until he/she or the individual in his/her household is medically cleared, and the student is authorized by the School to return.

During this time, the School will work with the student and his/her parent(s)/guardian(s) to determine and coordinate continued online instruction based on the circumstances.

MANDATORY DAILY SELF-SCREENING FOR STUDENTS ATTENDING SCHOOL ON CAMPUS

All students attending school on campus will be required to do a mandatory temperature and symptom check each day before coming to school using a secured online application to confirm that he/she is fever and symptom free. This online self-screening app will also ask about any known exposure to someone that has tested positive for COVID-19. This online self-screening app will be maintained by the School, and the results of each student’s daily temperature and symptom check will be disclosed to and monitored by the School. The Infirmary will be notified of any student temperature outside of normal range and/or any other affirmative response to the symptom check. The Infirmary will then contact the student’s parent(s)/guardian(s) while the student remains off campus.

Each family expressly understands and agrees to perform this temperature and symptom check on their student and to accurately and truthfully report the results each day prior to coming to school. Each family understands and agrees that this is a requirement of continued enrollment at ‘Iolani. Failure to perform and/or provide accurate results of this daily temperature and symptom check will result in action by the School, including but not limited to a student’s disenrollment.

All students absent from school will be required to remain off campus until he/she is medically cleared and authorized by the School to return.

During this time, the School will work with the student and his/her parent(s)/guardian(s) to determine and coordinate continued online instruction based on the circumstances.

PREVENTION STRATEGIES, INCLUDING MASKS AND FACE SHIELDS

All students are required to abide by ‘Iolani School’s prevention strategies, including but not limited to wearing masks and school-issued face shields as instructed while on campus or participating in school events. If a student has a disability or medical condition that may prevent him/her from wearing a mask and/or face shield, please contact Dean Linnert for the Lower School at zlinnert@iolani.org or 808-943-2280 or Dean Brown for the Upper School at tbrown@iolani.org or 808-943-2384.

LEGAL DISCLAIMER REGARDING FACE SHIELDS: Please note that use of face shields issued by ‘Iolani School is at a student’s own risk. Face shields are being provided free of charge. Face shields are provided without any representations, warranties, or guarantees of any kind whatsoever, either express or implied, including, but not limited to, warranty of merchantability, warranty of fitness for a particular purpose, or anything related to its safety, effectiveness, or performance. Further, face shields are not scientifically proven to prevent infection from Coronavirus Disease and/or SARS-CoV-2 (COVID-19) or other viruses or bacteria. EXCEPT WHERE SPECIFICALLY PROHIBITED BY LAW, NO WARRANTIES OF ANY KIND ARE OFFERED FOR THE DESIGN OR USE OF THE FACE SHIELDS PRODUCED OR ISSUED BY ‘IOLANI SCHOOL.
By accepting and allowing your student to use such face shields, you and your student acknowledge and accept this disclaimer and agree that use of such face shield is at your student’s own risk.

**TRAVEL**

All students attending school on campus are encouraged to avoid any non-essential out-of-state travel. Please notify Dean Linnert for the Lower School at zlinnert@iolani.org or 808-943-2280 or Dean Brown for the Upper School at tbrown@iolani.org or 808-943-2384 regarding any out-of-state travel.

If a student and/or a member of his/her household travels and is subject to quarantine, the student must remain off campus until cleared to return.

During this time, the School will work with the student and his/her parent(s)/guardian(s) to determine and coordinate continued online instruction based on the circumstances.

**ON/OFF CAMPUS INSTRUCTION GUIDELINES**

‘Iolani School has designed prevention strategies in order to implement and enforce health and safety measures throughout our campus. Although ‘Iolani encourages families to opt for on-campus instruction if possible, the School recognizes the needs and concerns of some of its families. Accordingly, families and students are allowed to choose between on-campus instruction or online instruction on a semester-basis for the 2020-21 school year.

While ‘Iolani School has a degree of expertise in online instruction and has added online faculty to support online students for the 2020-21 school year, it is explicitly recognized that the online program does not offer the learning efficiency or other aspects of education that are intrinsic to in-person instruction. As such, it is important to recognize that by choosing online instruction:

» Online students will not have access to the ‘Iolani School campus and therefore any activities associated with campus use, athletics, club meetings, performing arts productions, etc. will not be available to the student or may only be available on a limited basis.

» The pace of instruction and assessment will be consistent with and follow on-campus instruction. While on-campus instruction is taking place, teachers will define their curricula as such and will not tailor the content or pace of their instruction for online instruction. Student grading and assessment will also remain consistent between students learning on-campus and online. In the event that the entire student population is shifted to online learning, the pace and content of instruction and student assessment may be modified at that time based on a school-wide online format.

» While ‘Iolani School has worked to integrate community, student support, and academic programs with its online program and invested significant resources in technology and personnel to support online learning, families and students who chose the online program recognize and agree to its limitations versus in-person instruction.

If you would like your student to attend school via our online program, please direct such requests to Dean Gordon for the Residential Life Program at jgordon@iolani.org or 808-943-2231, Dean Linnert for the Lower School at zlinnert@iolani.org or 808-943-2280, or Dean Chin for the Upper School at achin@iolani.org or 808-943-2214. Requests to participate in the online program must be made by July 31, 2020.
COVID-19 WAIVER AND RELEASE OF LIABILITY

While ‘Iolani School will enforce policies to prevent persons having COVID-19 symptoms from being on its campus, there is a risk that there may be people on the ‘Iolani School’s campus that could be infected with COVID-19 who have symptoms or who are asymptomatic.

Further, while ‘Iolani School will implement safety precautions and strategies designed to mitigate the risk of COVID-19 transmission to the extent reasonably feasible, ‘Iolani School cannot anticipate every situation that may arise and cannot ensure that students will not be exposed and/or infected by COVID-19.

By sending your student to school on-campus, as the student’s parent(s)/guardian(s), you understand, agree, and hereby assume the risk that your student’s attendance on campus could expose your student to persons infected with COVID-19.

By sending your student to school on-campus, you further understand, agree, and hereby assume the risk that your student may be infected by COVID-19 while attending school in person on campus.

ACCORDINGLY, AS THE STUDENT’S PARENT(S)/GUARDIAN(S), YOU HEREBY WAIVE, DISCHARGE, COVENANT NOT TO SUE, RELEASE, INDEMNIFY, AND HOLD HARMLESS ‘IOLANI SCHOOL, ITS OFFICERS, VOLUNTEERS, EMPLOYEES, BOARD MEMBERS, AGENTS, AND REPRESENTATIVES FROM ANY AND ALL LIABILITY TO YOUR STUDENT AND/OR HIS/HER REPRESENTATIVES, ASSIGNS, HEIRS AND NEXT OF KIN, FOR ANY LOSS OR DAMAGE, INCLUDING BUT NOT LIMITED TO BODILY INJURY OR DEATH, CAUSED BY OR RELATED TO COVID-19 EXPOSURE OR INFECTION.

The sole exception to this waiver and release is for any loss or damage due to gross negligence or willful or wanton conduct by ‘Iolani School.

By sending your student to school, you understand, acknowledge, and consent to all the above provisions and agree to be bound by their terms.

If you have any objections to any of the above provisions, you must notify ‘Iolani School in writing and may not matriculate your student.
HEALTH SERVICES
The School employs nurses and others trained in first aid to provide care when students become ill or are injured on campus. If a student is ill or injured, the parent/guardian will be notified by Infirmary staff. The Infirmary is located in the Wellness Center on the makai side of the Student Center facing the baseball field. School nurses are available from 7:15 a.m.–4 p.m., Monday to Friday, except on school holidays. They may be contacted by phone at 808-943-2249 or via email at infirmary@iolani.org.

PARENT NOTIFICATION
The protocol for notifying parents when a student has visited the Infirmary are as follows:

LOWER SCHOOL (K–6)
» Pink half sheet Infirmary Referral slips will be sent home via backpack for all minor visits to the Infirmary; no parental notification will be made via phone unless requested.
» Phone calls to parents/guardians for all major incidents and/or concerns.

UPPER SCHOOL (7–12)
» For minor injuries no parental notification will be made.
» Phone calls to parents/guardians for all major incidents and/or concerns.

HEALTH REQUIREMENTS
Physical examinations, immunizations, and TB clearance must be in compliance with Hawaii State Law and ‘Iolani School policy. Please refer to Magnus Health for information on the above requirements. Should you have any questions, please contact the Director of Health Services at (808) 943-2249 or infirmary@iolani.org.

HEALTH RECORDS
‘Iolani School maintains electronic health records for each student, including the health forms submitted annually through Magnus Health, a secure, private portal. In certain situations, it may be necessary to share the information contained in the health records with the faculty and/or staff of the School, if, in the School’s judgment, such disclosure is required for the student’s health or educational needs. In emergency situations involving the health or safety of the student, the School may disclose such information to other parties.

ILLNESS/INJURY POLICY AND PROCEDURE
‘Iolani School works diligently to provide a safe and healthy campus for all students. If a child is ill, we ask for parental assistance in preventing the spread of illness by keeping the child home. Sending students to school when they are ill exposes their peers to the same illness. Due to the current COVID-19 pandemic, changes have been made to the illness policy and procedures to ensure the health and safety of the ‘Iolani community. In an effort to reduce the spread of illness the following policies will be strictly enforced:

DAILY SELF-ScreenING FOR STUDENTS ATTENDING SCHOOL ON CAMPUS
All students will be required to do a mandatory temperature and symptom check each day before coming to school using a secured online application to confirm that he/she is fever and symptom free. This online self-screening app will also ask about any known exposure to someone that has tested positive for COVID-19. This online self-screening app will be maintained and monitored by the School, and the results of each student’s daily temperature and symptom check will be reviewed by the School. The Infirmary will be notified of any student temperature outside of normal range.
and/or any other affirmative response to the symptom check. The Infirmary will then contact the student's parents while the student remains off campus.

Each family expressly understands and agrees to perform this temperature and symptom check on their student and to accurately and truthfully report the results each day prior to coming to school. Each family understands and agrees that this is a requirement of continued enrollment at 'Iolani. Failure to perform and/or provide accurate results of this daily temperature and symptom check will result in action by the School, including but not limited to a student's disenrollment.

Any student absent from school will be required to remain off campus until he/she is medically cleared and authorized by the School to return.

REPORTING AN ILLNESS, MEDICAL APPOINTMENT OR COVID-RELATED CONTACT

Notifying the Infirmary of any illness, whether on campus or at home, is an important element in keeping the overall community safe and healthy. In addition, families are required to report any known COVID-related diagnoses or close contact situations. Students and their families should adhere to the following guidelines:

STUDENT OFF CAMPUS

A parent or guardian needs to contact the Upper School Attendance Office at 808-943-2207 or the Lower School Attendance Office at 808-943-2227 if:

- a student is feeling ill and cannot report to school
- a student has a doctor's appointment and cannot report to school or will be tardy to school

STUDENT ON CAMPUS

If a student is feeling ill while in school they should do the following:

- Students should come to the Infirmary when feeling ill with teacher notification or during passing, free period or lunchtime
- Students should not call parents for pick up before coming to Infirmary. The nurses need to assess the student and will then call the parents if the child will be going home ill
- The nurses will evaluate symptoms and determine if a child is too ill to remain in school or can be treated and return to classes
- All students who leave ill during the school day, must have permission from the School and check out in person with the Infirmary

SYMPTOMS REQUIRING EXCLUSION FROM SCHOOL

If a student presents any of the following symptoms they may be required, after consultation with the school nurse, to be picked up and/or remain home from school.

- Temperature of 100°F or higher *
- Vomiting or has vomited during the night, nausea
- Diarrhea
- Shortness of Breath *
- Cough *
- Nasal Congestion *
- Sore Throat*
- Rash (unexplained cause) *
- New loss of taste or smell *
- Fatigue *
- Headache *
- Muscle or body aches *
- Poor appetite/lack of appetite *

*Possible COVID-19 symptoms (subject to change as ongoing research continues).
POSITIVE COVID-19 TEST, COVID-19 TESTING, SUSPECTED CASE, OR CLOSE CONTACT SITUATION
A student must remain off campus in the event of any of the following situations:
» If the student or someone in his/her household tests positive for COVID-19 or is suspected of having COVID-19;
» If the student or someone in his/her household undergoes testing for COVID-19 (please note that routine or required testing as part of an individual’s job or travel must still be reported at which time specific guidance will be given based on the circumstances);
» If the student or someone in his/her household has been in close contact with an individual infected by COVID-19 (the CDC defines close contact as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated); or
» If the student or someone in his/her household is advised and/or required to quarantine by any federal, State/Department of Health, and/or City law, order, or directive.

In such an event, you are required to notify the Infirmary at infirmary@iolani.org or call 808-943-2249. The student will be required to remain off campus until he/she is able to present a primary care physician’s note clearing the child to return to school and is authorized by the School to return. Parents must contact the Infirmary and speak to a nurse prior to the child’s return.

During this time, the School will work with the student and his/her parent(s)/guardian(s) to determine and coordinate continued online instruction based on the circumstances.

NON-COVID COMMUNICABLE DISEASE
A family is required to notify the Infirmary at 808-943-2249 if your child has been diagnosed with or is being tested for any communicable disease.

Any student who has been diagnosed with the following must be able to present a primary care physician’s note clearing the child to return to school and be authorized by the School to return. Parents must contact the Infirmary and speak to a nurse prior to the child’s return.
» Scabies
» Conjunctivitis (pink eye)
» Influenza
» Measles, Mumps, Rubella
» Chicken Pox
» Mononucleosis
» Strep Throat
» Scarlet Fever
» Impetigo
» Live lice (ukus)
» Fifth Disease
» Active Tuberculosis
» Hand-Foot-Mouth Disease

OTHER OBLIGATIONS TO REPORT
In addition to the above listed reporting requirements, a family is required to notify the Infirmary at 808-943-2249 in the following situations. Any student who reports the following must be able to present a primary care physician’s note clearing the child to return to school and be authorized by the School to return. Parents must contact the Infirmary and speak to a nurse prior to the child’s return.
» Physical injuries
» Surgeries
» Hospital/ER visits or admissions
» Newly diagnosed conditions
RETURNING TO SCHOOL AFTER ILLNESS/TRAVEL QUARANTINE - GENERAL PROCEDURES & CLEARANCE

The following procedures must be followed for clearance to return to school for ALL students K–12 who have been absent from school due to illness or quarantine, for any length of time.

» Parents or guardians MUST call the Infirmary at 808-943-2249 the day before a potential return and be given a verbal ok by the school nurse before returning to school.

» A doctor’s note of clearance is required for ALL students that have been ill and absent for 3 days or more.

» On the first day back to school, students MUST go directly to the infirmary to be assessed by a nurse and submit any doctors’ notes they may have obtained. If the student is symptomatic or deemed not eligible to return by a nurse, a parent or guardian will be notified and the student will be sent home.

A CLEARANCE PASS will be issued once a student is cleared by a nurse and meets the following guidelines:

1. Symptom free
2. Clearance note from primary care physician (if applicable)
3. Fever free (see fever policy)

Any student who does not have a clearance pass will not be allowed to attend classes.

CRITERIA FOR RETURNING TO SCHOOL FOLLOWING ILLNESS/QUARANTINE

STUDENT OR HOUSEHOLD-RELATED QUARANTINE - WITH NO COVID-19 SYMPTOMS

If a student or someone in his/her household is advised and/or required to quarantine by any federal, State/Department of Health, and/or City law, order, or directive, including as a result of travel by the student or household member, the student must meet ALL of the following criteria to return to school:

» Student and/or household member has fulfilled the government mandated quarantine,

» Student and household members must be COVID-19 symptom free for the last 24 hours,

» Student and household members must be fever free (99.0°F or lower) for the past 24 hours without fever reducing medication,

» Parent must contact the Infirmary and speak to a nurse prior to the child’s return, AND

» Clearance pass obtained from nurses on the first day back to school.

POSSIBLE COVID-19 DIAGNOSIS WITH COVID-19 SYMPTOMS

Any student who has been absent from school due to a possible COVID-19 diagnosis, must meet the following criteria to return to school:

» Fever free (99.0°F or lower) for the last 24 hours without fever reducing medication,

» Symptom free or symptoms improving over the last 24 hours,

For any absence greater than 3 days, parents must inform the Infirmary of the reason for the absence and obtain a note of clearance to return to school from the child’s primary care physician (PCP), AND

» Clearance pass obtained from nurses on the first day back to school.

GENERAL ILLNESS - NO COVID-19 SYMPTOMS, TESTING OR EXPOSURE

Any student who has been absent from school due to illness, non-COVID-19 related, must meet ALL of the following criteria to return to school:

» Fever free (99.0°F or lower) for the last 24 hours without fever reducing medication,

» Symptom free or symptoms improving over the last 24 hours,

For any absence greater than 3 days, parents must inform the Infirmary of the reason for the absence and obtain a note of clearance to return to school from the child’s primary care physician (PCP), AND

» Clearance pass obtained from nurses on the first day back to school.
» Symptom free or symptoms improving over the last 24 hours
» 10 days since symptoms first appeared
» Primary care physician’s note clearing child to return to school.
» Parent must contact the infirmary and speak to a nurse prior to the child’s return AND
» Clearance pass obtained from nurses on the first day back to school.

CONFIRMED POSITIVE COVID-19 DIAGNOSIS WITH COVID-19 SYMPTOMS
Any student who has been absent from school due to a possible or known positive COVID-19 diagnosis, must meet ALL of the following criteria to return to school:
» Fever free (99.0°F or lower) for the last 24 hours without fever reducing medication,
» Symptom free or symptoms improving over last 24 hours,
» 10 days since symptoms first appeared,
» Primary care physician’s note clearing child to return to school,
» Parent must contact the Infirmary and speak to a nurse prior to the child’s return, AND
» Clearance pass obtained from nurses on the first day back to school.

CONFIRMED POSITIVE COVID-19 DIAGNOSIS WITH NO COVID-19 SYMPTOMS
Any student who has been absent from school due to a known positive COVID-19 diagnosis yet has no COVID-19 symptoms, must meet ALL of the following criteria to return to school:
» Fever free (99.0°F or lower) for the past 24 hours without fever reducing medication
» No COVID-19 symptoms for the last 24 hours
» Primary care physician’s note clearing child to return to school,
» Parent must contact the infirmary and speak to a nurse prior to the child’s return, AND
» Clearance pass obtained from nurses on the first day back to school.

CHILD EXPOSED TO A CONFIRMED COVID-19 POSITIVE INDIVIDUAL
The CDC defines close contact as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated. Any student who has been absent from school due to close contact with a known positive COVID-19 individual must meet ALL of the following criteria to return to school:
» All students with close contact as defined above must be COVID tested whether asymptomatic or symptomatic.
» Stay home for 14 days minimum after last exposure to COVID positive individual. A Negative COVID test will not shorten the required 14 day quarantine.
» Fever free (99.0°F or lower) for the past 24 hours without fever reducing medication
» No COVID-19 symptoms for the last 24 hours
» Primary care physician’s note clearing child to return to school,
» Parent must contact the infirmary and speak to a nurse prior to the child’s return, AND
» Clearance pass obtained from nurses on the first day back to school.

THESE POLICIES ARE SUBJECT TO CHANGE BASED ON CURRENT CDC RECOMMENDATIONS
INJURY POLICY AND PROCEDURE
Any student who has an injury requiring accommodations while on campus, must check in with the Infirmary before homeroom on the first day back to school with a note of clearance or restrictions from their primary care physician. The note must indicate specific medical instructions and/or restrictions along with the date of the next follow up. A clearance note stating the student is cleared “with no restrictions” will be required before the student is allowed to return to any activities from which they were originally restricted i.e. PE, sports, dance, etc. The note should be submitted to the Infirmary by the student in person, before homeroom, on the first day back to school.

PARTICIPATION IN ATHLETICS OR EXTRACURRICULAR AFTER SCHOOL ACTIVITIES
All students claiming illness and who arrive later in the day must check in with the Infirmary, by 12 NOON with a doctor’s note in order to participate in athletics or any extra-curricular activities that day. The note should be submitted to the Infirmary by the student, in person, upon arrival. Any student sent home ill during the school day may NOT participate in any extracurricular activities that day.

FEVER POLICY FOR NON-COVID ILLNESSES
A fever is any body temperature elevation over 100.0 °F (37.8 °C). A healthy person’s body temperature fluctuates between 97 °F (36.1 °C) and 100 °F (37.8 °C), with the average being 98.6 °F (37 °C).

Students with a fever must stay home until fever free for 24 hours without fever reducing medication. If a student is sent home from school with a fever they will not be allowed to attend school the next day.

Upon return, they must report to the Infirmary before homeroom for a temperature check and to be cleared by a nurse to be in school.

If the student is found to still have a temperature over 100.0 °F (37.8 °C), the student will not be allowed to attend classes and parents will be called to pick the student up.

PICK-UP POLICY
If the Infirmary notifies a parent that a student must be picked up from school because he or she is ill, please arrange for pick up within one hour of notification. If a parent is not available, the emergency contact will be called. If parents are traveling and out-of-town for lengthy time periods, please notify the Infirmary in case the School needs to contact someone should the student become ill during school.

Any student who exhibits Covid-19 symptoms will be fitted with a medical grade mask and kept in an isolated area until a parent can pick them up. For all illnesses a nurse will work with the parent regarding the pick up location - one of the autoline locations.

Any student sent home ill during the day may not participate in any extracurricular activities that day.

HEAD LICE (UKUS) POLICY
Should head lice be discovered on your child at home, please notify the school nurses via phone at (808) 943-2249 or email at infirmary@iolani.org

Should Head lice be discovered during the school day, parents will be required to pick up the child from the Infirmary.

A student can return to school once the following steps have been completed:

- hair treated
- nits removed
- a student must see a nurse for a hair check and clearance to return
MEDICATIONS
If a student requires prescription medication during school, please notify the nurse for specific directions and support. Students are not permitted to carry prescription medications in their backpack.

All prescription medications must be stored in the nurse’s office with a physician completed Administration of Prescription Medication form on file in Magnus Health. Students must come without a reminder to take their daily medications.

Students who are treated for pain, either postoperatively or post-injury, must be able to function without narcotic medication while in school. Parents should speak with the nurse to be sure the medication prescribed is non-narcotic before the student’s return to school.

All insulin-dependent diabetic students must have an action plan on file with the nurse.

Nurses will dispense over-the-counter medications to students with parental consent only.

Any student who requires an Epipen must have an allergy action plan on file in Magnus Health. Students who have life threatening allergies, which may require the use of an Epipen, will be required to supply their own Epipen. Students should carry their epipen in their bag or on person so that it is readily available in an emergency. Epipens must be taken on all field trips.

SLIPPER PASS (GRADES 7 TO 12)
Slipper passes for medical issues such as injuries, cuts or blisters should be obtained from the Infirmary before homeroom. The pass must then be taken to the attendance window before 7:40 am. All passes received after 7:40 am will be unexcused and result in detention.

Students who have broken shoes, forgotten or wet shoes should request a slipper pass from the attendance window. Any student who has a slipper pass for the day will not be allowed to participate in athletics that day.

LONG TERM SLIPPER PASS
Any student who requires a long term slipper pass for a medical issue estimated to last longer than 3 days, must have a doctor’s note on file with the Infirmary. The doctor’s note must specify limitations and estimated duration of medical issues as well as a follow up date for clearance.
‘IOLANI OFFERS challenging academics, competitive athletics, and exciting performing and visual arts programs in a stimulating and supportive environment. The student body numbers approximately 2,100, with 645 students in the Lower School and 1,455 in the Upper School. The average class size is 16, and students enjoy a 10:1 student-teacher ratio. Since admission to ‘Iolani is selective, early application is recommended.

Approximately 300 new students from diverse economic, cultural and religious backgrounds are admitted each year. Students enter at kindergarten, sixth, seventh, eighth and ninth grades and occasionally at grades ten, eleven and twelve.

When considering applicants for admission to ‘Iolani, the Admission Committees look for academic promise and achievement, co-curricular involvement, creativity, good character, and the desire for a college preparatory education. The committees select those students who will benefit most from the ‘Iolani program and who, in turn, will contribute to the life of the school.

Essential to the admission process are the student’s academic record, teacher recommendations and test scores. Kindergarten candidates come to campus on two occasions: once for an individually administered aptitude test, and a second time for a group readiness test. Students applying to grades six through eleven take the Secondary School Admission Test (SSAT); those applying to twelfth grade submit their P/SAT or ACT scores. In addition, twelfth grade candidates must be able to meet ‘Iolani’s graduation requirements within one year. Personal interviews, group activities and writing samples are part of the admission procedure for older students.

Once a student has been offered admission he/she is invited to campus to sit in on classes and meet ‘Iolani teachers and students. A signed enrollment agreement and a $500 deposit are required by April 15 to hold a student’s space for the fall.

Parents who wish to be considered for financial aid need to apply online at sss.nais.org. Financial documents are held in confidence and admission decisions are kept separate from any financial aid consideration. Please refer to the section on financial aid for more details.

Please note that there will be adjustments to the process as needed due to the COVID-19 pandemic. Some of the admission requirements may take place virtually.

Applications for the 2021–22 school year are available beginning August 1, 2020. The age guidelines for kindergarten applicants are as follows:

Boys must turn five by June 30, 2021
Girls must turn five by September 30, 2021

The application deadline for kindergarten is October 15. The application deadline for sixth, seventh, eighth and ninth grades is November 15. Candidates who apply after the November 15 deadline face a more competitive admission situation and are considered on a space-available basis.

For admission information and application materials for the day program, please call the Office of Admission at 943-2222, or go to ‘Iolani’s website and apply online.

– E-mail: admission@iolani.org
– Website: www.iolani.org/admission

‘Iolani School does not discriminate on the basis of race, color, national or ethnic origin, gender, age or disability in areas of admission, financial aid, athletics or other school administered programs.
Applications for the 2021–22 school year are available beginning August 1, 2020. The application deadline for ninth, tenth, and eleventh grade is January 15. Candidates who apply after the January 15 deadline face a more competitive admission situation and are considered on a space-available basis.

For admission information and application materials for the boarding program, please call the Office of Residential Admission at 808-943-2279, or go to ‘Iolani’s website and apply online.

» E-mail: boarding@iolani.org
» Website: www.iolani.org/boarding

‘Iolani School does not discriminate on the basis of race, color, national or ethnic origin, gender, age or disability in areas of admission, financial aid, athletics or other school administered programs.
International Student Admission and Enrollment

AS A SEVP designated school, ‘Iolani School must verify the appropriate visa status of an international student. After initial verification, it is the responsibility of the student’s family to maintain acceptable legal status.

An incoming international student must have an acceptable non-immigrant visa to attend school in the United States. Verification takes place after the student is accepted and throughout his/her enrollment at ‘Iolani School. In addition, an international student in the day program must live with at least one parent for the entire time he/she attends ‘Iolani.

The purpose of this policy is to determine potential difficulties and to avoid delays, disruption, or negative perception or penalty should federal authorities determine that a student is unauthorized to be in the United States.

ADMISSION
The ‘Iolani School admission application asks for the applicant’s country of citizenship. If the applicant is not a U.S. citizen or Lawful Permanent Resident, the applicant must include his/her visa type and visa number on the application if available.

After acceptance, ‘Iolani School determines if the student possesses the appropriate visa status to attend school in the United States. As a SEVP approved school, ‘Iolani School is able to accept students for enrollment on an F-1 visa. Other visas may also be accepted for study at ‘Iolani School pending verification with the proper authorities.

ENROLLMENT
Once an international student is accepted, it is the family’s responsibility to inform the school of any material changes to the student’s immigration status. It is also the sole responsibility of the student and his/her family to properly maintain the student’s legal status in the United States. Failure to do so affects the student’s enrollment at ‘Iolani School and can result in the termination of enrollment (until the student obtains proper status).

‘Iolani School retains the right to review a student’s immigration status and to take appropriate action in each situation.
Tuition and Fees

DAY STUDENT ANNUAL REGULAR TUITION
Grades K–6  $25,325*
Grades 7–12  $25,325
*includes books and supplies

BOARDING STUDENT ANNUAL REGULAR TUITION
Grades 9–12  $59,225

TECHNOLOGY FEE:
Grades K–12  $525

Music instrument rental from the school for the academic year: $175

Financial Aid

‘IOLANI SCHOOL is committed to enrolling qualified students from a wide range of experiences and backgrounds. To that end, the school supports an extensive need based financial aid program to assist students in their desire to attend ‘Iolani. While financial aid resources are limited, every effort is made to bring an ‘Iolani education within reach of all who wish to enroll. ‘Iolani School does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, age or disability in financial aid.

‘Iolani considers candidates for financial assistance on the basis of availability of funds, demonstrated financial need, academic performance, behavior, and information provided in the family’s financial aid application. With current families, the school also considers tuition payment history. Financial aid is not available for international students for the boarding program.

Financial aid awards are made for one academic year. Families must re-apply for each new school year they wish to be considered for assistance. Aid may be withdrawn or adjusted if 1) your family’s demonstrated need changes; 2) your child is placed on academic or disciplinary probation; 3) your child has excessive unexcused absences; 4) your child is released from school; 5) your outstanding tuition balance is not paid; or 6) the number of children attending K–12 tuition charging schools and colleges (undergraduate) changes.

Information on how to apply can be found on the ‘Iolani Financial Aid website. The process is completely electronic, requiring families to complete a detailed financial statement (using an online portal) and upload numerous documents. A listing of these documents in addition to detailed FAQ can be found online. The deadline to apply is February 15. Any questions may be directed to the Financial Aid Office at 808-943-2397 or financialaid@iolani.org.

All financial aid information is kept strictly confidential.
**Payment of Tuition**

The obligation to pay the tuition and fees for the full academic year is unconditional, and no portion of such tuition or fees so paid or outstanding will be refunded or cancelled notwithstanding the absence, withdrawal, or dismissal from 'Iolani School of the child during the academic year.

Three tuition payment options and a Tuition Refund Plan (“TRP”) are available. The Tuition Refund Plan provides insurance for financial losses incurred during the academic year because of withdrawal, dismissal or extended medical absence. Please refer to the Tuition Refund Plan brochure for complete details. The TRP premium is determined annually and is payable in advance. Note: TRP Participation is required of day students under the Monthly Payment option and boarding students under the Semester Payment option.

**ANNUAL PAYMENT** – Tuition is payable in advance in a single installment and is due on or before July 31, 2020. If payment under this option is not received by the due date, the account will be placed under the Monthly Payment; terms and service charges for the remainder of the academic year will apply, and the annual TRP premium will be due.

**SEMESTER PAYMENTS** – Tuition is payable in advance in two installments; the first installment of at least one half of the tuition is due on or before July 31, 2020; the balance of tuition is due on or before January 4, 2021. This option includes a $160 service fee payable in two installments. If payments under this option are not received by the due dates, the account will be placed under the Monthly Payment; terms and service charges for the remainder of the academic year will apply, and the annual TRP premium will be due.

* **MONTHLY PAYMENTS** – Tuition is payable in advance in ten installments: each installment of one-tenth of the tuition is due on or before the last business day of each month beginning July 31, 2020, and ending April 30, 2021. This option includes a $350 service fee, payable in ten installments with the tuition payment; and the annual TRP premium will be due. Any additional fees are due when incurred. A return payment fee of $30 will be assessed.

A late fee of $25 per month shall be charged on any delinquent account from and after the date on which the account becomes delinquent, up to and including the date on which the account is paid in full. In addition to a late fee, interest at the rate of 1% per month may be charged on any unpaid delinquent amount from and after the due date of such amount until paid. Students may be suspended if payments are not made in a timely manner.

Failure to pay all outstanding tuition and fee balances in full by May 3, 2021, may result in the release of the child from enrollment. In addition, seniors may not be allowed to graduate unless all tuition fees and other delinquent accounts are paid by the above date. Delinquent accounts of released students will be turned over to a collection agency or referred to legal counsel for collection.

* **A monthly payment option is available only for day student tuition.**
‘IOLANI’S RESIDENTIAL LIFE PROGRAM is unique in many ways and reflects the island culture of ‘ohana. While striving to preserve and expand the One Team spirit and philosophy, students in the Residential Program learn to live together as a family and to help each other find the balance that allows one to take advantage of the fullness of an ‘Iolani life - study, play and rest. We cultivate a heightened awareness of those around us, foster a deeper cultural understanding, and are always working together to achieve the common good.

The Residential Hall is often the place where there are many ‘teachable moments’ and meaningful conversations to share ideas and ideals. We know that students thrive when they are known, valued, and understand they are essential to the life of the community. Joined in ‘houses’ with their peers, students are guided by House Parents, faculty and staff from the ‘Iolani community, who strive to develop a community where every student feels safe and valued within the house family.

Consisting of students in Grades 9–12 from neighboring islands, the continental United States, and countries throughout the world, the dorm is a global and dynamic place. The Residential Life program is committed to the ‘Iolani ethos of One Team and also offering community members the opportunity to gain a global perspective while learning from and with students from diverse cultural backgrounds.
LOWER SCHOOL (ON CAMPUS)

SCHEDULE
The Lower School schedule is reviewed regularly at the end of each school year and modified for efficiency in how to best serve our students. The Covid-19 pandemic has prompted many additions and adjustments to ensure the safety of both our faculty and our students. We have added new teachers in Grades 4–6 and added homerooms to each of those grade levels to reduce the number of students in each class from 23–24 students to 18 students. To reduce movement of students from class to class, teachers will be moving to each homeroom instead to teach their content area curriculum. The only exception will be the attendance of Specials classes, Grades K–6, and Performing Arts Department classes in Grades 4–6. To reduce the number of LS students at recess, instead of one recess for students Grades 1–6, we will now have 2 separate recesses: Grades 1–3 and Grades 4–6. Students will be assigned to zones around the LS campus and remain in their cohorts while outside the classroom. Movement in stairwells will also be controlled to avoid any possible congestion of people moving in opposite directions.

PICK-UP AND DROP-OFF
Morning drop-off for Grades K–6 will begin at 7:00 a.m. and end at 7:40 a.m. Upon exiting their vehicles, students will need to walk directly to their grade level/classroom waiting areas. These areas are the same as their after school waiting areas. All students will be escorted to their waiting areas for the first week of school. There will be faculty/staff members to supervise these waiting areas. Teachers will meet their students at the waiting area and escort them to the classroom.
Breakfast bentos (along with lunch) can be preordered the Saturday prior to the week. Students will pick up their breakfast at stations located on the way to their waiting areas.

Pick-up time for Grades K–3 is 2:15–2:45 p.m. and for Grades 4–6 is 2:45–3:15 p.m. After school, teachers will escort students to their grade level/classroom autoline waiting areas and make sure they are seated and socially distanced. Upper School siblings should meet Lower School students at their designated waiting area and be picked up from their designated Lower School Autoline. Those students walking home will need to indicate that on the Pikmykid app and also sign out at the Lower School office. After School Help will run from 2:45–3:15 p.m. Teachers will escort students to their autoline waiting area upon dismissal.

Any Grade K–3 students not picked up by 2:45 p.m. and Grade 4–6 students not picked up by 3:15 p.m. will be escorted to the Lower School office where their parents will be called by Lower School staff. Students will need to remain in the Lower School office until their parents’ arrival.

*Much of the pick up/drop off/lunch/recess/PPE/health policies & procedures will be broadcast in a webinar for Lower School families prior to our return to campus to help families prepare for the first day of school.

**PROGRAMMATIC ADJUSTMENTS/RESTRICTIONS**

The Lower School is able to offer the same rich and diverse academic program that it normally does with slight modifications across every discipline. For example, partner reading, where two students sit knee-to-knee, is a key component of our literacy program in Grades K–2. Physical distancing guidelines prohibit students from sitting so closely for the duration of the partner reading time. Since students will not be able to partner-read in the same way that they did before, we will leverage our technological resources to create interactions student-to-student and student-to-teacher to develop young readers in their ability to hear each other read and talk through books with one other. Continuing, research on aerosolization while a person sings precludes us from singing in our music class. Therefore, we will continue to develop young musicians by prioritizing other music skills like identifying musical patterns, demonstrating an understanding of dynamics, and rehearse to refine, skills developed through playing an instrument like an ‘ukulele or glockenspiel. These examples are just a few of the adjustments that will exist across most disciplines, keeping in mind that we are fortunate that we will preserve most of the Lower School academic experience.

**SOCIAL AND EMOTIONAL SUPPORT**

This year will be full of many changes. Knowing that these are challenging times, we are committed to helping students/families navigate through the social and emotional challenges that this year will bring. With that, we have come up with a K–12 theme of “Connect” for the 2020–2021 school year. We will keep this theme at the forefront of daily life at ‘Iolani. We plan to focus the entire first week of school on community building in our cohorted homerooms. We will maintain our advisory program, guidance lessons, and ongoing team building activities throughout the year. Counseling services will remain constant; individual check ins, group counseling, etc. The Lower School counselors plan to have a post out at recess/lunch to interact with students, in an effort to avoid congestion in the counseling office. We also plan to implement different procedures in the counseling office setting to maintain connections with our health/safety in mind.
The Lower School chaplain's office will also be located in the counseling office, so students have easy access to all of us. We will also continue holding Chapel services for all students. The counseling team will focus on our new students in order to ensure a smooth transition to ‘Iolani. We will implement a “buddy system” for our new students as well as our online learners. This will help the students to connect and remain connected. The counseling department will also have weekly meetings with our Director of Social and Emotional Health to collaborate and plan ways to support students, faculty, parents, and families.

**LUNCH**

Lunch in the Lower School will be picnic style with students eating outside on round 6-foot blankets. Sixth graders will have the privilege of sitting at tables under a tent on the Art Lanai. Students will have the option of buying type A lunch or bringing home lunch. Lunch will need to be ordered by the Saturday prior to the following week. Parent helpers/support staff will be delivering the lunches to Grades K–3, while Grades 4–6 designated students will pick up their class lunches and deliver them to their classmates. Lunch pick up will be in the cafeteria. As students exit their classroom they will sanitize/wash their hands, and parent supervisors will have carts/caddies on hand with the following supplies: hand sanitizer, gloves, paper towels, and disinfectant spray. During lunch students are allowed to remove their mask and just use their face shield. After eating, Grades K–5 students will bag up their blanket to take home for cleaning, while Grade 6 students will need to sanitize their tables when they are done as Grade 7 students will use the tables later. Lunch locations have been measured to allow for social distancing and with the beautiful new buildings and outdoor spaces added to the Lower School, there are many relaxing spaces to enjoy.

**PHYSICAL EDUCATION**

Like our Upper School colleagues, our Lower School PE department has modified its curriculum to engage students in low-impact physical activities that still enable them to build their athleticism and to interact safely with each other, but not require a change of clothes or use of the showers. One way we strive to structure this is by focusing on skill-building centers that students will rotate through over the course of a number of cycles.

**LIBRARY**

Students will still be able to visit the library, but in a limited manner due to social distancing guidelines. Students will not freely come and go to and from the Lower School Library before school, after school, and during recess the way they did in the past. Cohorts will enter through ‘Ewa doors and exit through Diamond Head doors. Once in the library, students will not browse books in the traditional sense of the word. Books may be laid out on tables for students to see or library staff may help them browse one-on-one. In both cases, library staff will handle the books. Students will be encouraged to make use of digital library resources. Books, both digital and physical, may be placed “On Hold” via the Destiny Discover website and “Hold” papers provided in the LS Library. Physical books that have been requested will be delivered to classrooms periodically. When books are returned to the library, they will be quarantined for four days, after which they will be eligible to be properly checked out again.
AFTER SCHOOL CARE
After School Care (ASC) will be offered for ‘Iolani students in only Grades K–6 for Fall 2020. No After School Program classes will be offered for Fall 2020. We will evaluate the feasibility of After School Program classes for Spring 2021 and provide updates on the website in mid-November 2020. Registration begins August 5, 2020. After School activities include arts and crafts, staff-led indoor and outdoor games, and storytelling. ASC is offered from the end of the school day to 5:30 p.m. on full school days. No care is provided on holidays, vacations, early dismissal days, or other school days off. Should ‘Iolani School announce additional days off or early dismissal days, After School Care will not be provided on those days.

(Please see the After School Care catalogue on the website.)

COVID-19 MODIFICATION
‘Iolani’s After School Care operating policies have been modified to be in compliance with the Department of Human Services and ‘Iolani School’s COVID-19 guidelines. After School Care students will practice physical distancing within their after school cohorts, and students are required to use their PPE during After School Care. Temperature checks will be conducted at the start of After School Care each day. After School Care students will remain in their school day cohorts, with the possibility of mixing with same grade level cohorts, depending on enrollment and staffing. No snacks will be provided. There will be a snack time where students may eat snacks brought from home. After School Care employees will complete orientation and training for safety procedures before the start of the school year. There are two registration options for the fall: The traditional semester by day option, and in lieu of daily drop in, a monthly registration option.
**Lower School Schedule**

<table>
<thead>
<tr>
<th>TIME</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:35 a.m.</td>
<td>Report to Homeroom</td>
</tr>
<tr>
<td>7:40 a.m.</td>
<td>Tardy Bell</td>
</tr>
<tr>
<td>7:40–8:10 a.m.</td>
<td>Homeroom/Chapel (<em>chapel starts at 7:45 a.m.</em>)</td>
</tr>
<tr>
<td>8:50–9:10 a.m.</td>
<td>Kindergarten Morning Recess</td>
</tr>
<tr>
<td>9:10–9:30 a.m.</td>
<td>1–3 Morning Recess</td>
</tr>
<tr>
<td>10:10–10:30 a.m.</td>
<td>4–6 Morning Recess</td>
</tr>
<tr>
<td>11:05 a.m.</td>
<td>K–3 Lunch</td>
</tr>
<tr>
<td>11:30–11:50 a.m.</td>
<td>K–3 Recess</td>
</tr>
<tr>
<td>11:30 a.m.</td>
<td>4–6 Lunch</td>
</tr>
<tr>
<td>11:50–12:10 p.m.</td>
<td>4–6 Recess</td>
</tr>
<tr>
<td>2:15–2:45 p.m.</td>
<td>K–3 Autoline Pick-Up/Students enrolled in ASC meet supervisors at autoline</td>
</tr>
<tr>
<td>2:45–3:15 p.m.</td>
<td>4–6 Autoline Pick-Up/Students enrolled in ASC meet supervisors at autoline</td>
</tr>
</tbody>
</table>

*Students not picked up by the end of the pick-up period will be escorted to the LS Office to call parents*

For attendance matters, parents should call the Lower School main office at 943-2227
Upper School (On Campus)

SCHEDULE
The Upper School schedule will remain the same, with school starting at 7:40 a.m. and ending at 3 p.m. We will continue to start the day with homeroom because of the importance for students to have the opportunity to connect with their peers and faculty advisors in homeroom and to have regular chapel (physically distanced) time. Aside from setting aside more time during the first week of school to re-orient students to new safety protocols, we will continue to follow our regular ABCD-ABCD-EF schedule for the year. Our passing periods will be extended in order to allow for more time in between classes. We have added 3 minutes to each passing period and the class period changes from 55 min to 52 min.

PICK UP AND DROP OFF
Upper School students will still be able to remain on campus after school, for athletics practices, extracurricular activities, and/or to seek extra help from faculty. Depending on the impact level that the school is in, students may also be allowed to stay after school on campus but must remain in their grade level tent areas.

PROGRAMMATIC ADJUSTMENTS/RESTRICTIONS
We will continue to hold after school activities, although all groups will need to modify how they will come together as a group to ensure that all safety protocols are followed.

We will continue to plan Upper school events as long as they can be done in a manner that adheres to safety protocols. For any event that cannot happen safely on its regularly scheduled date, we will first look to modify or postpone the event before canceling.

SOCIAL AND EMOTIONAL SUPPORT
In the Upper School, grade level counselors will work closely with our Director of Social and Emotional Health to create programs to support our students during this challenging time. In addition to our advisory program, where an Upper School faculty has a small group of students to check in on regularly, our students are able to see our counselors for any academic and/or social/emotional help. We will continue to hold regular chapel meetings, where a very small group of students are physically in the chapel and the remainder of students are
participating virtually. It is important for our students and faculty to have this regular time to reflect, learn and support one another in chapel. In addition, we will continue to have Upper School buddies for our Grade 7–8 students and class advisors will continue to plan opportunities for students to connect with one another.

**LUNCH**

In the Upper School, students will use the same seating area for lunch that is used before and after school and for any free periods they may have. The grades are separated by tents and umbrella tables and after an appropriate orientation period students will be allowed to choose an area within a tent where they would like to remain for the year. These subdivided areas within each tent will include QR codes on tables to help us further identify who was present on any particular day, at any particular time. The subdivided tent zones and QR codes will simultaneously allow students to choose with whom they eat and allow the school to track particular cohorts.

Adult proctors will supervise the subdivided sections within each tent to remind students to scan QR codes, maintain physical distancing, and wear their PPE. These adults will be present throughout the school day.

Should we have an exceptionally rainy day, our tents will help protect students and the limited number of students who may be sitting at an umbrella table will be able to move to physically distanced covered spots on campus.

Each day the cafeteria will serve two plate lunch choices, a vegetarian option, bentos, sandwiches and salads. These options will be available for pick up in different locations near the cafeteria and over an extended period of time so as to limit lunch lines and allow for efficient physical distancing. As we get closer to school SODEXO will have more information about pre-order plans, pricing and payment.

Many upper school students use their lunch period to meet with teachers or with their student club peers. We will have designated outdoor meeting and eating areas where students can still meet with each other, get extra help, and still eat.

Microwaves will be available at specific locations in the Upper School. They will be set up for use with physical distancing as a requirement.

**PHYSICAL EDUCATION**

Our Physical Education faculty have redesigned the curriculum to include low impact, stretching, and core strengthening exercises and activities. We will continue to help students to focus on proper form in all exercises as well.

**LIBRARY**

Library hours for the Tsuzuki Group Library will be:

» Monday to Thursday 6:30 a.m.–9:30 p.m.
» Friday 6:30 a.m.–6:00 p.m.
» Saturday closed
» Sunday 7:30 p.m.–9:30 p.m.

Before school, during each period, and after school, a certain number of students will be allowed in the library at a time, not including the classes using the Pod and Node Rooms. This number will be determined by available seats in the library based on physical distancing guidelines.

All library users will enter the library through the main entrance. During the school day, there will be separate lines for those attending classes in the Pod and Node Rooms and those using the library. A member of the library staff will tally students entering the library. Upon entry, students will use hand sanitizer and sign in to a specific seating area via the QR code system. After maximum capacity is reached, entries will be allowed on a one-out, one-in basis. Students are expected to remain in their chosen seat for the duration of their library visit, unless they are getting help from a library staff member.
Library staff will monitor the library to help students and to make sure that PPE use and physical distancing are maintained. All library users are required to wear face masks and face shields in the library. Students may briefly pull down their face mask to drink water from a covered container.

Near the end of each period, library staff will inform students that the period is ending and direct traffic out the back door (fire exit). Students will be dismissed by seating area on a staggered basis. Students are expected to wipe down their work area, including any shared devices such as keyboard or mice, and use hand sanitizer before they leave the library. Classes using the Pod and Node Rooms will exit using the back door when the bell rings. Library staff will sanitize high touch surfaces in the library (door handles, library circulation desk, printer area, etc.) at the end of each period and at intervals throughout the day as possible.

Students must get permission from a library staff member and use hand sanitizer before browsing the library collection. Returned books will be quarantined for a period of time in accordance with current research before they are placed back into circulation. Overnight checkout of library materials such as reference books will not be allowed. Fines will be waived for this school year. Lost book fees still apply.

The library printers will be relocated to the end of the circulation desk area just inside the library entrance. Students who need to print will line up at 6-foot intervals in the library foyer and exit immediately after retrieving their document. Students entering to pick up a print item will not be counted toward the library’s maximum capacity.

Library support for classes will include curation of digital resources, creation of research guides and tutorials, and classroom or Zoom instruction. Shared book carts will not be available. Collection development will focus on digital resources. It is highly recommended that every ‘Iolani student obtain a Hawaii State Public Library card. In addition to ‘Iolani Library’s print collection and online resources, librarians will use HSPLS resources to supplement students’ research and recreational reading needs.

(Please see additional information about the Tsuzuki Group Library on page 43)

**STUDENT LOCKER USE**
Students in the upper school will have access to a locker for books. During the use of their school lockers students will need to remain in their masks and shields for safety reasons. They will not, however, have access to their athletic/PE lockers. Our PE teachers are designing curricula that will allow our students to participate in low impact physical activity that will not require a change of clothing. More rigorous PE activity will be assigned to be completed at home.

**STUDENT PARKING**
Students may use the parking stalls on Lā’au Street along the back side of the school on a first-come, first-served basis. The Lā’au corner lot will be available to seniors after applications and a lottery at the end of the first week of school.

**DRESS CODE**
Other than the addition of guidelines and rules associated with face masks and face shields our school dress code remains unchanged.
# Upper School Schedules

## A-F Schedules

<table>
<thead>
<tr>
<th>TIME (7:40-8:10)</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:20-9:12</td>
<td>1</td>
<td>7</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>9:20-10:12</td>
<td>2</td>
<td>8</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>10:20-11:12</td>
<td>3</td>
<td>1</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>11:20-12:12</td>
<td>4</td>
<td>2</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>12:12-1:00</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:08-2:00</td>
<td>5</td>
<td>3</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>2:08-3:00</td>
<td>6</td>
<td>4</td>
<td>2</td>
<td>8</td>
</tr>
</tbody>
</table>

## E-F Schedules with Assemblies

<table>
<thead>
<tr>
<th>TIME (7:55-8:40)</th>
<th>E1</th>
<th>F1</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:55-8:40</td>
<td>Chapel/Assembly</td>
<td>Chapel/Assembly</td>
</tr>
<tr>
<td>8:50-10:00</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>10:10-11:20</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>11:20-12:25</td>
<td>3</td>
<td>7</td>
</tr>
<tr>
<td>12:30-1:40</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>1:50-3:00</td>
<td>4</td>
<td>8</td>
</tr>
</tbody>
</table>

## E-F Schedules

<table>
<thead>
<tr>
<th>TIME (7:40-8:10)</th>
<th>E</th>
<th>F</th>
<th>ALT E</th>
<th>ALT F</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:20-9:30</td>
<td>1</td>
<td>5</td>
<td>3</td>
<td>7</td>
</tr>
<tr>
<td>9:40-10:50</td>
<td>2</td>
<td>6</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>11:40-12:25</td>
<td>Meeting</td>
<td>Meeting</td>
<td>Meeting</td>
<td>Meeting</td>
</tr>
<tr>
<td>12:30-1:40</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:50-3:00</td>
<td>3</td>
<td>7</td>
<td>1</td>
<td>5</td>
</tr>
</tbody>
</table>

## E-F Schedules with Assemblies

<table>
<thead>
<tr>
<th>TIME (7:40-8:10)</th>
<th>E2</th>
<th>F2</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:20-9:30</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>9:40-10:50</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>11:45-12:25</td>
<td>Meeting</td>
<td>Meeting</td>
</tr>
<tr>
<td>12:30-1:40</td>
<td>3</td>
<td>7</td>
</tr>
<tr>
<td>1:50-3:00</td>
<td>4</td>
<td>8</td>
</tr>
</tbody>
</table>

## E-F Schedules

<table>
<thead>
<tr>
<th>TIME (7:40-8:10)</th>
<th>E3</th>
<th>F3</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:20-9:30</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>9:40-10:50</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>11:10-12:10</td>
<td>3</td>
<td>7</td>
</tr>
<tr>
<td>12:30-1:40</td>
<td>4</td>
<td>8</td>
</tr>
</tbody>
</table>

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Athletics

Please note that sports schedules, practices, tournaments, etc, are being affected this school year due to COVID-19 and are subject to change. Communication updates will be provided when known. Thank you for your understanding.

An important aspect of ‘Iolani is the One-Team philosophy pioneered by the late Father Kenneth A. Bray, who served as ‘Iolani’s first athletic director in the 1930s to 1950s, and perpetuated by the late Edward K. Hamada, who succeeded Father Bray as athletic director and head football coach. ‘Iolani One Team is the philosophical foundation of not only the athletic department but of the entire school community.

‘Iolani athletics oversees more than 100 boys and girls teams at the varsity, junior varsity and intermediate levels; 300 head and assistant coaches; and hundreds of student athletes involved in 1,100 competitive events during the school year. The athletic facilities include a stadium, football field and track, baseball field, soccer field, Olympic-sized swimming pool, tennis courts, two gymnasiums, judo and wrestling rooms, weight and training rooms, and equipment rooms.

‘Iolani is a member of the Interscholastic League of Honolulu (ILH). All participants are expected to fulfill all academic requirements, to display good sportsmanship at all times, and to follow the program set forth by their coach and the athletic department. Students who do not complete their commitment to a given sport will not receive a letter or participation credit for that sport.

All students participating in interscholastic athletics are required to have an annual medical examination and medical insurance.
Forms that are required to be completed by the child’s physician are:

» ‘Iolani School Health Form (Physical form)
» Immunization Record

Documents requiring Parent’s Electronic Signature are:

» Consent for Medical Treatment, Medical Disclosure Statement and Athletic Participation Waiver: This is an electronically signed document indicating that you have read, understand and give parental consent.
» Consent Form for Off Campus Activities, Internet Use, Use of Student’s Likeness and Voice, Photographic Consent, Notice for Directory Information: This is an electronically signed document.
» Concussion Awareness Education Program: This is an electronically signed form which must be signed by all parents. Your e-signature indicates that you have reviewed the concussion information provided in the document.
» Over the Counter Medication Consent: This form is required for all students, and medications will not be administered without parental consent.
» (Upper School Only) ImPact Concussion Management Program Consent Form: If your child plans to participate in a high-risk-for-concussion sport (football, cheerleading, volleyball, water polo, basketball, wrestling, soccer, baseball, softball or judo), please answer yes to the conditional question. A yes response will direct you to the consent form for you to review and electronically sign.

ELIGIBILITY

Academic eligibility at ‘Iolani School is determined on a quarterly basis. A student failing any course or any quarter of a course is rendered ineligible for the first half of the next quarter. Fourth quarter failures carry over to the first quarter of the following year unless the failed course is passed in summer school. Not all courses are offered in summer school. English courses, for example, cannot be repeated for credit in the summer. Courses taken at other schools must have advance approval from the Dean of Upper School or Dean of Studies before grade or credit will be granted by ‘Iolani School.

A student who is declared academically ineligible may not practice, rehearse or participate in any way in any extra-curricular activity for the entire term of ineligibility. At the mid-quarter evaluation period, an ineligible student must earn passing grades in all courses in order to regain eligibility for the remainder of the quarter.

Any student who either transfers from one ILH school to another or repeats a grade is subject to special eligibility rules. Families of students in either of these situations should call the Athletic Office as soon as possible and speak with an athletic director.
### GIRLS

<table>
<thead>
<tr>
<th>VARSITY (9–12)</th>
<th>JUNIOR VARSITY (9–11)</th>
<th>INTERMEDIATE (7–9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball (Nov. – Feb.)</td>
<td>Basketball</td>
<td>Basketball</td>
</tr>
<tr>
<td>Bowling (Aug. – Nov.)</td>
<td>Bowling</td>
<td>Baseball</td>
</tr>
<tr>
<td>Cheerleading (Aug. – Feb.)</td>
<td>Cheerleading</td>
<td>Baseball</td>
</tr>
<tr>
<td>Cross Country (Aug. – Nov.)</td>
<td>Cross Country</td>
<td>Cross Country</td>
</tr>
<tr>
<td>Golf (Feb. – May)</td>
<td>Golf</td>
<td>Golf</td>
</tr>
<tr>
<td>Judo (Feb. – May)</td>
<td>Judo</td>
<td>Judo</td>
</tr>
<tr>
<td>Kayaking (Aug. – Nov.)</td>
<td>Kayaking</td>
<td>Judo</td>
</tr>
<tr>
<td>Paddling (Nov. – Feb.)</td>
<td>Paddling</td>
<td>Hockey</td>
</tr>
<tr>
<td>Sailing (Feb. – Apr.)</td>
<td>Sailing</td>
<td>Swimming/Diving</td>
</tr>
<tr>
<td>Soccer (Nov. – Feb.)</td>
<td>Soccer</td>
<td>Soccer</td>
</tr>
<tr>
<td>Softball (Feb. – May)</td>
<td>Softball</td>
<td>Softball</td>
</tr>
<tr>
<td>Swimming/Diving (Nov. – Feb.)</td>
<td>Swimming/Diving</td>
<td>Swimming/Diving</td>
</tr>
<tr>
<td>Tennis (Feb. – May)</td>
<td>Tennis (Aug. – Nov.)</td>
<td>Tennis (Nov. – Feb.)</td>
</tr>
<tr>
<td>Track (Feb. – May)</td>
<td>Track</td>
<td>Track</td>
</tr>
<tr>
<td>Volleyball (Aug. – Nov.)</td>
<td>Volleyball</td>
<td>Volleyball</td>
</tr>
<tr>
<td>Water Polo (Feb. – May)</td>
<td>Water Polo</td>
<td>Water Polo</td>
</tr>
<tr>
<td>Wrestling (Nov. – Mar.)</td>
<td>Wrestling</td>
<td>Wrestling</td>
</tr>
</tbody>
</table>

### BOYS

<table>
<thead>
<tr>
<th>VARSITY (9–12) except football</th>
<th>JUNIOR VARSITY (9–11)</th>
<th>INTERMEDIATE (7–9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball (Feb. – May)</td>
<td>Baseball</td>
<td>Baseball</td>
</tr>
<tr>
<td>Basketball (Nov. – Feb.)</td>
<td>Basketball</td>
<td>Baseball</td>
</tr>
<tr>
<td>Bowling (Aug. – Nov.)</td>
<td>Bowling</td>
<td>Baseball</td>
</tr>
<tr>
<td>Cross Country (Aug. – Nov.)</td>
<td>Cross Country</td>
<td>Cross Country</td>
</tr>
<tr>
<td>Football (Aug. – Nov.)</td>
<td>Golf</td>
<td>Baseball</td>
</tr>
<tr>
<td>Golf (Feb. – May)</td>
<td>Judo</td>
<td>Football</td>
</tr>
<tr>
<td>Judo (Feb. – May)</td>
<td>Kayaking</td>
<td>Golf</td>
</tr>
<tr>
<td>Kayaking (Aug. – Nov.)</td>
<td>Paddling</td>
<td>Judo</td>
</tr>
<tr>
<td>Paddling (Nov. – Feb.)</td>
<td>Soccer</td>
<td>Soccer</td>
</tr>
<tr>
<td>Sailing (Feb. – Apr.)</td>
<td>Swimming /Diving</td>
<td>Swimming/Diving</td>
</tr>
<tr>
<td>Soccer (Nov. – Feb.)</td>
<td>Tennis (Aug. – Nov.)</td>
<td>Tennis (Nov. – Feb.)</td>
</tr>
<tr>
<td>Swimming/Diving (Nov. – Feb.)</td>
<td>Track</td>
<td>Track</td>
</tr>
<tr>
<td>Tennis (Feb. – May)</td>
<td>Volleyball</td>
<td>Volleyball</td>
</tr>
<tr>
<td>Track (Feb. – May)</td>
<td></td>
<td>Volleyball</td>
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<tr>
<td>Volleyball (Feb. – May)</td>
<td></td>
<td>Water Polo</td>
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<tr>
<td>Water Polo (Aug. – Nov.)</td>
<td></td>
<td>Water Polo</td>
</tr>
<tr>
<td>Wrestling (Nov. – Mar.)</td>
<td></td>
<td>Wrestling</td>
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</tbody>
</table>
EXTRA-CURRICULAR ACTIVITIES are an integral part of the ‘Iolani experience. Students are encouraged to participate in a variety of activities and are offered a diverse range of opportunities. Extracurricular activities are coordinated through the Student Activities Office. These activities are organized and sponsored in four categories: (1) clubs and organizations, (2) Student Council activities, (3) class activities by grade levels, and (4) community service.

Clubs and Organizations: There are over 75 clubs and organizations of various types and interests. Each organization has a faculty advisor who consults with the Co-Directors of Student Activities for use of facilities, scheduling on the school calendar, and other logistics.

Meetings are scheduled approximately once a quarter, with the more active clubs meeting more frequently. Student officers and advisors plan various activities. Some of these events are exclusive to club members; others are open to the larger student body. Students have the opportunity throughout the school year to start a club based on their interests and passions.


Student Council activities are planned by the three elected Proconsuls with the appointed committee chairs. Committee chairs are selected by the Proconsuls each spring from the applications of interested students.
All Student Council activities are under the supervision of the Student Council Advisers (Co-Directors of Student Activities).

Student Council activities include Homecoming, Spirit Days, Variety Show, Big Brother/Sister, Lower School Relations, May Day, and Faculty Relations.

Winter Ball: This informal event is held at an off-campus location for students in grades 9–12 from 5:30–10:00 p.m. Dress for this occasion is semi-formal. Cost of this event will not exceed $75 for ‘Iolani students. No flowers.

Class Activities (by grade level): Class activities are planned by the elected class officers with the appointed committee chairs. Committee chairs are selected by the class officers and class advisers. Each class has faculty/staff class advisers. Class advisers report to the Co-Directors of Student Activities and the Dean of Students. Grade levels are only allowed to plan the following non-school hour events:

» **Grade 7** – Class Day, community service projects, ‘Iolani Fair, first and second-semester dance/activity (not to exceed $10 per person, on-campus, class members only, end no later than 8:30 p.m.).

» **Grade 8** – Class Day, community service projects, ‘Iolani Fair, first and second-semester dance/activity (not to exceed $10 per person, on-campus, class members only, end no later than 8:30 p.m.).

» **Grade 9** – Class Day, community service projects, Frosh Sleepover, ‘Iolani Fair, end-of-the-year dance/activity (not to exceed $25 per person, on-campus, class members only, no flowers, no photographer, no favors, aloha attire, end no later than 9:30 p.m.).

» **Grade 10** – Class Day, community service projects, first-semester activity, ‘Iolani Fair, Sophomore Banquet (not to exceed $55 per ‘Iolani 10th grader, off-campus, aloha attire to semi-formal, no flowers, end no later than 9:30 p.m.).

» **Grade 11** – Class Day, community service projects, on campus and off campus first-semester activity, Ring Distribution, ‘Iolani Fair, Junior Prom (not to exceed $65 per ‘Iolani 11th grader, off-campus, formal, end no later than 10:30 p.m.).

» **Grade 12** – Class Day, community service projects, ‘Iolani Fair, Senior Trip, Senior Lū‘au, Senior Prom (not to exceed $75 per ‘Iolani 12th grader, formal, end no later than 10:30 p.m.), Baccalaureate, Project Graduation (All-Night Graduation Party).

Any non-school-hour grade events other than those listed above must be approved by the Co-Directors of Student Activities and Dean of Students.
'Iolani’s college counseling program is founded on the belief that the college admissions process is a match to be made as opposed to a prize to be won. The program’s focus is on helping students realize their potential while finding the best fit among many fine institutions of higher education. Students begin working in earnest with their college counselor in the junior year, but exposure to the college counseling office and process comes earlier. Though the most important part of the college application procedure is the high school record, standardized tests also play a significant role. Students follow the testing sequence listed below during their junior year:

**October:** Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)

**November and/or March:** College Board SAT Reasoning

**April:** The ACT Examination

**June:** College Board SAT Subject exams – Many selective schools require or recommend two to three subject examinations. Most students will take a math exam and exams in a terminal subject such as history, language, or science.

During their senior year students may repeat some of these tests to improve their scores.

Post-secondary counseling begins in the Guidance course in Grade 9 with an exploration of careers and colleges, as well as an introduction to the college application process. In grade 11 students are exposed to career options through panel presentations by alumni and ‘Iolani parents, online career exploration tools, and a one-week career shadow program in June that allows students to visit three different job sites. The College Counseling Office utilizes SCOIR®, an online college planning portal.

During the second half of the junior year students have bi-weekly group meetings with their college counselor. Each student meets with his or her counselor twice individually in addition to homeroom sessions and prepares a self-evaluation in preparation for specific college planning. The college counselor guides students in their research and decision making, while encouraging them to use the many resources available in the College Counseling Office. Group sessions are also held to study the various steps within the college application process and to learn more about possible schools and majors. The college counselors also conduct college essay and application workshops the summer before the senior year.

Specialized counseling continues during the first semester of a student’s senior year. Regular group meetings are held from September through January. Individual and family conferences in September, October, and November finalizing the college application list help guide a student toward appropriate institutions.

Applications to selective colleges and universities are usually due by January 1 or 15. Early applications to highly selective schools, as well as to several of the large, competitive state universities, should be filed in October or November. Although college application deadlines run into the spring, students are strongly encouraged to file early. All requests for transcripts and the filing of secondary school recommendation forms should be done through the College Counseling Office at least two weeks in advance of the college deadline.
100% of those students receiving the 'Iolani diploma have been accepted to four year colleges. 'Iolani students currently attend a wide variety of colleges, among which are the following:

American University  
Amherst College  
Arizona State University  
Babson College  
Beloit College  
Boston College  
Boston University  
Bowdoin College  
Brigham Young University  
Brown University  
Bryn Mawr College  
Caltech  
Cal Poly  
Carleton College  
Carnegie Mellon University  
Case Western Reserve University  
Chapman University  
Claremont McKenna College  
College of William & Mary  
Colorado College  
Colorado State University  
Columbia University  
Cornell University  
Creighton University  
Dartmouth College  
Duke University  
Fordham University  
Georgetown University  
Gonzaga University  
Harvard University  
Harvey Mudd College  
Illinois Institute of Technology  
Johns Hopkins University  
Keio University  
Kenyon College  
Lawrence University  
Lehigh University  
Lewis & Clark College  
Loyola Marymount University  
Loyola University Chicago  
Macalester College  
Marist College  
McGill University  
Menlo College  
Middlebury College  
Massachusetts Institute of Technology  
New York University  
Northeastern University  
Northwestern University  
Occidental College  
Olin College of Engineering  
Oregon State University  
Pacific Lutheran University  
Pacific University  
Pepperdine University  
Pitzer College  
Pomona College  
Princeton University  
Purdue University  
Reed College  
Rensselaer Polytechnic Institute  
Rice University  
Ritsumeikan University  
Santa Clara University  
Scripps College  
Seattle University  
Southern Methodist University  
Stanford University  
Swarthmore College  
Temple University  
Texas Christian University  
Trinity College  
Tufts University  
University of Arizona  
University of British Columbia  
University of California Berkeley  
University of California Irvine  
University of California Los Angeles  
University of California Santa Barbara  
University of California Santa Cruz  
University of California San Diego  
University of Chicago  
University of Colorado  
University of Denver  
University of Hawai‘i at Mānoa  
University of Miami  
University of Michigan  
University of Nevada, Las Vegas  
University of Notre Dame  
University of Oregon  
University of the Pacific  
University of Pennsylvania  
University of Portland  
University of Puget Sound  
University of Redlands  
University of San Diego  
University of San Francisco  
University of Southern California  
University of St. Andrews  
University of Texas, Austin  
University of Utah  
University of Washington  
University of Wisconsin  
U.S. Military Academy  
U.S. Naval Academy  
Vanderbilt University  
Villanova University  
Waseda University  
Washington State University  
Washington University in St. Louis  
Wellesley College  
Wesleyan University  
Whitman College  
Whittier College  
Whitworth University  
Willamette University  
Williams College  
Yale University

For more information, please visit http://www.iolani.org/academics/college-counseling
THE TSUZUKI GROUP LIBRARY is located on the second floor of the Sullivan Center for Innovation and Leadership. The Library’s mission is to enrich the intellectual life of students by providing a warm, nurturing environment with 21st Century resources and technology. The Library has four objectives: to cultivate innovation, citizenship, communication and discovery. Our goal is to create independent researchers who will be able to apply the skills learned in the library to the next level of education and beyond.

Hours:
» Monday through Thursday, 6:30 a.m. to 9:30 p.m.
» Friday, 6:30 a.m. to 6:00 p.m.
» Sunday, 7:30 p.m. to 9:30 p.m.
» Closed Saturdays / Holidays

» Collection – 23,000 books, 92 magazines and newspapers, databases, and audiovisual resources.
» Equipment – color printer, black-and-white printer, photocopy machine, and computers with Internet access.
» Online Resources – ‘Iolani School’s online catalog, computer databases, and ebooks are available through the library homepage (https://iolani-uslib.github.io/). Ebooks as well as full-text articles from journals, magazines, and newspapers are also accessible from off-campus. The user IDs and passwords for off-campus access can be obtained from the librarians.
» Collaboration Centers – Will be used as classroom spaces for the 2020-21 school year.

CONDUCT IN THE LIBRARY
» Eating or drinking is not permitted in the Library. Water in covered containers is allowed.
» The Library is a quiet area for study. Please be respectful of your fellow students.

CIRCULATION POLICY
Library materials are the property of ‘Iolani School and are utilized by students, faculty, staff and administrators. Materials must be returned on time in order to be available for all to use and enjoy.

BORROWING PERIOD
» Books, pamphlets and magazines – 3 weeks
» Reference – Library use only

FINES
» Fines will be waived for the 2020-21 school year. Students with overdue materials will be restricted from borrowing materials. Delinquent accounts will be turned over to the counselors or the Dean of Students. All library materials must be returned by the deadline printed in the school calendar and Daily Bulletin. Students who have not cleared their accounts will not be permitted to take their final exams and will receive a “0” grade until their materials are returned.

LOST ITEMS
Replacement costs + fines + non-refundable $5 processing fee. The price of the lost material will be refunded if returned in satisfactory condition.
INTRODUCTION
There are three ways in which “online learning” pertains to this school year with differences specific to each division, please see the divisional sections for online learning below:

A student fully enrolled in the online program on a semester basis. The program will blend access to daily class presentations with support from a dedicated online learning faculty and staff. Enrollment in the fully online program is optional for students in the Lower and Upper Schools. Dedicated online learning faculty and staff will be the primary points of academic contact. Counseling and other academic and social-emotional support systems of the school will be integrated into this program.

Access to class presentations and online materials for students absent from school. Different from fully enrolled online students, these resources will be available for students absent from school in order to support them in staying on track with their classes. Classroom teachers will remain the primary points of academic contact for students. Counseling and other academic and social-emotional support systems of the school will remain the same as assigned for the on-campus program.

The school is required either by an internal or external decision to suspend on-campus operations. In this case we will continue instruction with a fully online format, much like the fourth quarter of this past school year. Our Distance Learning Plan, DLP, will be used as the framework and this year, all faculty and staff are setting up their courses such that this transition is prepared to occur.

For all three online scenarios, the roles and responsibilities for students and families - in order for the program to operate at the highest level of effectiveness - are the same.
STUDENT ROLES AND RESPONSIBILITIES

» Establish daily routines for engaging in the learning experiences (e.g. following your daily schedule or establishing an 8:00 a.m. start)
» Identify a comfortable, quiet space in your home where you can work effectively and successfully
» Regularly monitor online platforms (Seesaw, Google Classroom, showbie, email, etc.) to check for announcements and feedback from your teachers
» For Upper School Students: Attend class meetings via Zoom according to your class schedule and available through the Zoom scheduler app on your iPad.
» Zoom Class Expectations: When attending a zoom class, students must
  - Dress in ‘Iolani Dress Code
  - Sit at a desk or table (not on a bed or couch)
  - Communicate and behave with the same respect and consideration you would use in the classroom
» Zoom classes will be recorded in order to provide additional resources for students and to monitor behavior
» Complete assignments with integrity and academic honesty, doing your best work
» Do your best to meet timelines, commitments, and due dates
» Communicate proactively with your teachers if you cannot meet deadlines or require additional support
» Collaborate and support your ‘Iolani peers in their learning
» Comply with ‘Iolani’s Acceptable Use Policy, including expectations for online etiquette
» Proactively seek out and communicate with other adults at ‘Iolani as different needs arise (see below)

For queries about,

» a course, assignment, or resource... contact the relevant teacher
» a technology-related problem or issue... contact ‘Iolani’s ITS department via the email-based support ticketing system helpdesk@iolani.org
» a personal, academic or social-emotional concern... contact your assigned counselor
» other issues related to distance learning... contact Mr. Zachary Linnert, Dean of Lower School (zlinnert@iolani.org) or Dr. Aster Chin, Dean of Upper School achin@iolani.org

PARENT/GUARDIAN ROLES AND RESPONSIBILITIES

» Establish routines and expectations
» Define the physical space for your child’s study
» Monitor communications from your children’s teachers
» Begin and end each day with a check-in
» Take an active role in helping your children process their learning
» Establish times for quiet and reflection
» Encourage physical activity and/or exercise
» Remain mindful of your child’s stress or worry
» Monitor how much time your child is spending online
» Keep your children social, but set rules around their social media interactions
» For Lower School, parents should consult the email from their child’s grade level teacher for instructions on how to access distance learning resources.
For queries about,
» a course, assignment, or resource... contact the relevant teacher
» a technology-related problem or issue... contact ‘Iolani’s ITS department via the email-based support ticketing system helpdesk@iolani.org
» a personal, academic or social-emotional concern... contact your child’s assigned counselor
» other issues related to distance learning... contact Mr. Zachary Linnert, Dean of Lower School (zlinnert@iolani.org) or Dr. Aster Chin, Dean of Upper School achin@iolani.org

» LOWER SCHOOL
In the Lower School, depending on the number of online learners in each grade level, we will attempt to group the students into one section or homeroom. We recognize that younger students benefit from having someone check-in with them throughout the day which is why we have hired an online teacher. The online teacher will work with the online learners to make sure the students understand their schedule and login at the appropriate times. iPads are the main vehicle that online learners use to access their live instruction and learning management system so all students, K–6, will have an iPad.

ONLINE LEARNING PLATFORMS
An online learning platform has been selected by teachers in Grades K–3 and 4–6 as their primary mode of delivering online instruction and content. Kindergarten through 3rd grade will use Seesaw. The Seesaw iPad app includes built-in tools that allow both the teacher and the students to draw, annotate, write and type words, record video, and record audio. Teachers, students, and family members can provide feedback on work. Teachers and parents can also communicate with each other through Seesaw. Grades 4–6 will use Google Classroom and G Suite for Education (Docs, Sheets, Slides, etc.). Google Classroom is a learning management tool that will allow teachers to assign and collect work, give feedback, communicate with students remotely, and share daily or weekly information with families. Students will use various G Suite apps to create their school work such as Google Docs, Google Slides, Google Sites, etc. and will submit their work in Google Classroom.

The Grades K–3, 4–6, and Specials teachers will decide on a consistent method of organizing their online learning platform so that students and families have a similar experience in every Seesaw or Google Classroom class.

ACCESS TO OTHER EDUCATIONAL TECHNOLOGY TOOLS
Teachers may choose to use other educational technology tools along with their online learning platform. These tools have been vetted and approved by ‘Iolani School for educational purposes only. Some of the most often used tools are:
» Flipgrid
» Notability
» BrainPOP and BrainPOP Jr.
» IXL
» Apple iWorks
  (Keynote, Pages, Numbers, etc.)
» NewsELA
» EPIC Books

Other educational technology tools may be added to this list throughout the school year and will also go through a vetting and approval process.
ENROLLMENT IN THE ‘IOLANI SCHOOL ONLINE LEARNING PROGRAM

Families that have chosen to have their child participate in the Online Learning Platform will follow two primary components:

» Participation in school day classes via Zoom Meetings
» Accessing and turning in school work through the online learning platform (Grades K–3: Seesaw, Grades 4–6: Google Classroom).

PARTICIPATION IN SCHOOL DAY CLASSES VIA ZOOM MEETINGS

Students in the Online Learning Program will use the Zoom app on their iPad to participate in regular school day classes, including their homeroom, subject specific, and Specials classes. The teacher will host a Zoom Meeting from an iPad positioned in their classroom so that the students on Zoom will be able to clearly see the teacher and their instruction. The teacher will also be wearing a microphone so that students in the Zoom Meeting will be able to hear the teacher clearly from any distance in the classroom. Students are expected to join the Zoom Meeting for their class on time and participate in the Zoom Meeting for the entire class time. If a student is unable to participate in a Zoom Meeting they will be counted as absent. Parents/guardians should report planned absences to the lower school main office.

ACCESSING AND TURNING IN SCHOOL WORK THROUGH THE ONLINE LEARNING PLATFORM

Students in the Online Learning Platform will receive instruction and content primarily through their online learning platform (K-3: Seesaw, 4-6: Google Classroom). Students are expected to check their online learning platform on a daily basis for new assignments, resources, and communications from their teachers. All school work is expected to be turned in primarily through the online learning platform based on teacher instructions.

GUIDELINES FOR STUDENTS THAT ARE IN QUARANTINE

If a student is required to go into a 14-day quarantine but is healthy enough to participate in school, they will essentially become part of the Online Learning Program during their quarantine. See the section above “Enrollment in the ‘Iolani School Online Learning Program”. If a child is in quarantine and is not healthy enough to participate in school work then the teacher will communicate with the family on the best course of action. Parents/guardians should report planned absences to the lower school main office.

FAMILY RESOURCES FOR ONLINE LEARNING

Students and parents/guardians will have access to the Online Learning Resources Website (https://sites.google.com/iolani.org/onlinelearning/home). This website will contain up-to-date information, printable tutorials, and video tutorials to help students and their family navigate their online learning platform and other educational technology tools that they may have to use throughout the school year. The Online Learning Resources website contains the following:

» Links to online learning platform login pages
» Link to the Zoom Schedule for Students
» Recordings of past family webinars and presentations
» Zoom Resources page with reminders and student tutorials
» Seesaw Resources page with video tutorials for students and parents
» Google Classroom Resources page with video tutorials for students and parents
» An FAQ page to help answer important questions
» Library Resources page with useful information about our school library system and the public library system

**UPPER SCHOOL ONLINE FACULTY TRAINING**

In order to teach our students effectively in an online platform, we are providing our faculty with extensive professional development to help them best utilize technology and technological resources and applications in their instruction. Our faculty professional development sessions have been run by our faculty colleagues in our Technology Advisory Group (TAG). Sessions have included topics such as:

» Using Keynote for Creative Project Work
» G Suite of Tools: various levels ranging from beginner to advanced
» Using Notability
» PearDeck for creating interactive presentations
» Seesaw: various levels ranging from beginner to advanced
» Online student portfolios
» Google classroom as a learning management tool
» Tools for asynchronous engagement
» SMART AMP training
» Soundtrap online digital audio station
» Canvas learning management system
» Showbie training for the ipad
» Jupiter grades and online gradebooks
» Using Padlet
» Publishing interactive books
» Screencasting with Loom and Screencastify
» Online assessment options

**UPPER SCHOOL: COMPONENTS OF ONLINE INSTRUCTION**

Regardless of whether a course is taught as a full online course or in person with an online component, every Upper School faculty member is required to do the following:

» Create and maintain an online learning platform where assignments and course information and resources are shared with students
» Provide daily instruction via zoom webinar as needed, when students are absent due to illness and/or required quarantine
» Provide help to students via zoom as needed

In the Upper School, all students who will be in our online-only learning program will be in classes with other online students. We recognize that learning online is very different from in-person and so our faculty will teach their online courses specific to this format and only for those students learning remotely. In this full online instructional format, there will be some days when students will learn in a synchronous manner (where they log on at the start of their school day and attend classes just as they would if they were on campus) and there will be other times when they will learn in an asynchronous manner (where assignments and discussions are shared and completed by an assigned deadline versus at the same time, together). Students will be graded according to the same rubrics as the in-person classes and the curricular pace will remain the same.

Our students in our online-only program will receive extra help from their teachers virtually and may also seek help from our online tutors. In addition, our online-only students may reach out to his/her grade level counselor for help, particularly if they need assistance with the coordination of their work in all of
their classes. Each student will be assigned to a faculty adviser, who will reach out to each student a few times each week to see how things are going and provide additional support as needed.

Since our online program will be designed specifically for the needs of those learning online, we will not be able to offer the full scope of our course catalogue courses choosing to participate in our online learning program may mean that the student’s schedule will need to be adjusted. We will work closely with each student to choose alternate courses if this is the case. In addition, students in the online program are not eligible to participate in extracurricular activities, such as athletics, class events, or clubs.

While our online-only students may not participate in our in-person events, community is important and therefore, we will continue to have online opportunities for our students to connect with one another. Our Student Activities Office (SAO) will work closely with our class advisors to plan events that are both in-person and online in order to have many opportunities for all of our students to participate. Our daily chapel will be available virtually to all of our online-only students as well.

For our students who are in our on-campus program and are absent due to illness or required quarantine, our faculty are prepared to provide instruction via synchronous or recorded webinar in order to help students to remain on track academically. Faculty will continue to provide extra help, but will do so virtually until the student is cleared to return to campus. Our grade level counselors are an important resource for our on-campus program students particularly when they are absent because they will be able to help coordinate their work and communicate with students’ teachers to ensure a continuity in learning.

Should the school need to suspend on-campus operations, all of our classes will be moved into an online-only format. Faculty are prepared to move all instruction online and will continue to provide support for our students virtually. We will move all on-campus activity online as well when possible in order to ensure that we remain connected to one another as a community.
LOWER AND UPPER SCHOOLS

One-to-One Initiative

‘IOLANI SCHOOL is committed to equipping students with the knowledge, skills and tools that future-oriented educational outcomes require. In this context, the school has instituted a One-to-One iPad Initiative with a plan to replace student devices on a 3-year rotation. The last hardware refresh occurred in Summer 2019.

Hardware provided for the 2020-21 school year by grade level is as follows:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Model Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>K–2</td>
<td>iPad Air (6th Gen)</td>
</tr>
<tr>
<td>3–6</td>
<td>iPad Air (6th Gen) with keyboard</td>
</tr>
<tr>
<td>7–12</td>
<td>iPad Pro 12.9” (3rd Gen) with keyboard</td>
</tr>
</tbody>
</table>

In addition, ‘Iolani School provides a number of educational and productivity apps for the iPads. For details on technology at ‘Iolani, visit www.iolani.org/academics/technology

For more information, contact the Information Technology Services (ITS) Department at helpdesk@iolani.org.
Behavior

A school is a community. All who work within that community are expected to conduct themselves in an appropriate manner, to observe both the law of our land and the code of behavior the school sets forth, to respect the rights of others, and thereby to maintain the best possible atmosphere for learning. Attending ‘Iolani as a student is a privilege, not a right. Students must abide by the rules set forth herein. Behavior that disrupts the educational process or fails to respect the human or property rights of others is unacceptable.

The Head of School, acting upon the recommendation of the teachers, counselors, and Deans, may dismiss a student from ‘Iolani for academic or disciplinary reasons at any time when, in the opinion of the teachers, counselors, and administrators, continued study at ‘Iolani is not in the school’s or student’s best interest.

The following constitute some specific forms of unacceptable behavior:

» Academic dishonesty such as cheating, copying homework, giving one's work to others, and plagiarism

» Assault or fighting

» Attendance - being off campus or missing a class, chapel, or assembly without permission from the school

» Disrespect of the human or property rights of others

» Disrespect toward an adult or another student

» Drugs and alcohol - Promotion, possession, use, being under the influence of alcohol, tobacco, e-cigarettes, vaporizers, or drugs at school or school functions; drugs include marijuana, cocaine, any other illegal drug, or any legal drug judged by the Dean of Students and the Head of School to be used abusively

» Electronic Misconduct - unauthorized hacking of any electronic device (including, but not limited to, computers, cell phones, iPods, laptops and tablets); causing an electronic device or computer system to become inoperable, downloading or sending profane, obscene language and other sexual or objectionable materials, or promoting or sending derogatory, harassing, or hate messages on the computer or any electronic device

» Fireworks - the possession or use of fireworks or other dangerous items

» Gambling

» Harassment - unwelcome physical, verbal, written, or electronic action that undermines the personal rights of another individual, including bullying, hazing, and sexual misconduct

» Lying

» Sexual activities - involvement in inappropriate physical, verbal, or electronic sexual activities

» Theft

» Vandalism, including graffiti

Other forms of misbehavior not specifically described above will be subject to the same corrective action if, in the determination of the Dean, such behavior fails to respect human or property rights of others or disrupts the educational process.

In general, these rules apply to school hours within the school day. However, students identified for misconduct off campus during school hours are subject to the same rules and corrective measures that govern misconduct on campus. These rules apply also to all school functions, on or off campus, including school-sanctioned trips, regardless of the hour or day.
Misconduct off campus and/or outside school hours may call into question a student’s right to remain in school. In those instances, the school reserves the right to take whatever action it deems necessary, including, but not limited to, expulsion.

**PROCESS**
A student who violates rules of behavior will be referred to the Dean of Students or the Dean of the Lower School. The Dean will examine and discuss the charges with the student and conduct an investigation if deemed necessary. Investigations of possible infractions can be disruptive to the educational process. A thorough investigation is eventually completed as expeditiously as possible, involving as few persons as possible either within or outside of the school. During any investigation, the Dean may take measures to keep students apart from one another while both are on campus. If an accused student chooses not to cooperate with the school’s investigation into a violation of the rules of behavior, he or she may be placed on suspension pending the findings of the investigation.

If it is determined by the Dean that an infraction has taken place, he will counsel the student and determine the corrective action, if any, to be taken. Surrounding circumstances, expectations, relationships, and the age of the student involved are all factors to be weighed in any disciplinary action. In cases of expulsion, the Dean will consult with the Head of School.

**CORRECTIVE ACTION**
Corrective action for infractions shall be appropriately handled by the Dean of Students or a Dean of the Lower School. This may include, but not be limited to, detention, loss of privileges, required study hall, disciplinary probation, and dismissal. For all forms of unacceptable behavior, students found to have committed infractions may be dismissed immediately. Second chances will be given only at the discretion of the Dean or the Head of School. However, for drug, alcohol, and tobacco offenses, or for flagrant disregard for the human and property rights of others, such as theft, assault, and computer abuse, and inappropriate sexual activities, students could be expelled immediately, barring unusual or mitigating circumstances.

A student who is dismissed for disciplinary reasons is not permitted on campus, nor may that student attend ‘Iolani functions (such as proms and school dances), without permission from the Head of School or Dean of Students.

**HEARING**
Students’ explanations of their conduct before the Dean of Students or Dean of the Lower School constitute a hearing.

**APPEAL**
Appeals may be made only to the Head of School, who is the final authority in all disciplinary cases. Youngsters in this community will grow and function well where rules are stated clearly and enforced consistently. Teachers and students will perform better in an environment that is conducive to teaching and learning.

**PROBATION**
A student on academic or disciplinary probation may not hold elective office (including Senior Prefects), serve as a member of Prom or May Day Courts, or receive school-sponsored academic, athletic or service awards. In addition, all students on probation will be placed in required study hall.
COVID-19 SPECIFIC REGULATIONS
The following rules relate to on-campus operations in the midst of the current COVID-19 pandemic. These regulations will be in force until rescinded by the Head of School.

ARRIVAL AND DEPARTURE (7-12)
Students should use appropriate autoline drop-off/pick-up locations. Once on campus in the morning, students must report to their designated cohort tent or table until it is time to go to homeroom. After school, students must either be in their designated cohort tent or at an approved after school activity location. Students should wait for parents to alert them to their imminent arrival before proceeding to auto line for pick-up. Students will not be allowed to congregate at any autoline.

LUNCH AND FREE PERIODS (7-12)
If students are not in class or at an approved location for a specific activity they must be in their assigned cohort tent. This applies to before and after school, lunch, and any free periods.

QR CODE SCANNING (7-12)
The day to day movements of people on campus and its tracking will be important should we have a situation where a member of the community becomes symptomatic or tests positive for COVID-19. Students will be required to use their school issued iPad to check in via QR code at their cohort tent and designated locations around campus. This is critical in keeping our community safe and this check-in will be strictly enforced. Students face disciplinary action, including, but not limited to, being sent home, detention, required study hall, loss of off-campus privileges, and/or probation, should they repeatedly fail to check-in.

APPROVED ACTIVITY LOCATIONS (7-12)
Students may report to the following locations (with approval) when they are not in class:
» Seniors with off campus privileges (check out at a security station)
» Cafeteria or Weinberg Snack Bar to pick up lunch
» The Library, if space permits.
» The Wellness Center, if medical attention is necessary
» The Counseling Office, if a call slip has been received or an appointment is made ahead of time
» The Main Office, if a call slip has been received
» College Counseling
» Classrooms for extra help
» ITS - by appointment
» SAO - by appointment
» Lunch Meeting Locations (with approval and/or appointment)
» Advancement Office and Admissions

FACE MASK AND SHIELD POLICY (K-12)
The first line of protection and care for the community is YOU! Students need to make an extra effort in knowing their health and be responsible for protecting those around them.

PERSONAL PROTECTIVE EQUIPMENT (PPE)
PPE is now a part of our dress code. PPE has consistently proven to be an essential step in creating a safe environment for interaction during the COVID-19 pandemic. The School will provide each student with 2 face masks and 1 face shield. As with school-issued i-Pads, the face shield is the property of the school and should be carefully maintained and cleaned by the student. In the Lower and Upper School, face shields are color-coded by grade.
» Kindergarten and Grade 7 - Red
» Grade 1 and Grade 10 - Aqua (Teal)
» Grade 2 and Grade 9 - Green
A face mask and shield must be worn at all times indoors. While outdoors (with the exception of the area around your personal locker) you may lower your face mask, but your shield must remain on your face. **Failure to comply with PPE requirements will result in disciplinary action including, but not limited to, being sent home from school, detention, required study hall, and/or probation.**

**FACE MASKS - APPROPRIATE OPTIONS**
If a student chooses to provide their own mask they must adhere to **ALL** of the following guidelines: Face masks need to be of a singular contained face piece secured to the student’s head which completely covers the mouth and nose. Pieces of clothing, like bandanas or raised t-shirts are not acceptable. Additionally, a one-way valve face mask that expels a person’s breath through the valve is prohibited. Each face mask should pass the “candle test” which requires enough of a barrier around your mouth to make you unable to blow out a candle with your mask on. Face mask imagery should be minimal, if anything at all. Any imagery must be appropriate for a learning environment and not include things like inappropriate language, distractive imagery, or advertisements.

**FACE SHIELDS - APPROPRIATE OPTIONS**
If a student chooses to provide their own shield they must adhere to **ALL** of the following guidelines: Face shields must be clear and unmarked. Students may add a name or personalization to the frame to help them with identification, but any personalization must be appropriate to the learning environment and not include things like inappropriate language, distractive imagery, or advertisements. Each ‘Iolani-provided face shield will be color coded by grade to help with identification. Students who opt for a personal shield from home must bring those shields to their respective main offices to receive a color-coded sticker. Personal shields must be wide enough to provide side coverage (temple to temple), be long enough to cover the chin, and provide enough depth to allow a person to eat and drink without removing or compromising the effectiveness of the shield. Exceptions to the face shield rule may be granted by the appropriate deans for medical reasons or in curricular cases where safety goggles are used in place of shields.

**I FORGOT OR LOST MY PPE**
Students who have forgotten or misplaced their PPE must come to their respective main offices for a temporary replacement. Students will be charged a fee to replace these items. Subsequent or repeated requests may result in disciplinary action including, but not limited to, being sent home from school, detention, required study hall, and/or probation.

**CARING FOR YOUR MASKS AND SHIELDS**
The ‘Iolani EVA face shields come in 3 different sizes which are designed to accommodate everyone in our community from K–12. Your face shield has an adjustable elastic strap, which can be loosened or tightened to your personal comfort level. Your face shield can be cleaned with a single alcohol swab which can be used to wipe down the inner and outer surfaces of the shield. Alcohol swabs will be provided throughout the campus. When cleaning for the first time, we recommend testing the solution on a small area in the corner of your face shield to ensure the solution does not cause any adverse effects (frosting, or scratching) to the PET plastic or the EVA foam frame. The most fragile part of your shield is the clear PET plastic. Avoid crushing or folding as these will leave stress marks.
Your masks can be hand-washed or laundered according to specifications on your mask.

REPAIRS AND/OR ISSUES WITH YOUR SHIELD
Should you have any issues with your face shield, please see Mr. Erik Yamamoto in the Upper School Main Office.

» ACADEMIC HONESTY
Students must maintain academic honesty in every aspect of their academic work.
In preparing school work, asking for help is possible, even desirable at times, from a parent, friend, teacher, or librarian. The goal in an assignment, however, is not only to find the right answer, but also to understand the problem.

Copying assignments or giving another person a copy of one’s work, whether in paper form or electronic, is academic dishonesty. Academic deception in order to gain an unfair advantage, including but not limited to digital academic applications and online services (such as the Photomath App or Pinetools), also constitutes academic dishonesty.

Plagiarism (taking someone else’s work or idea and offering it as one’s own) is academic dishonesty. Examples include copying someone else’s work word-for-word, paraphrasing, and borrowing ideas and putting them in different words. Cutting and pasting material found on the Internet is another common example of plagiarism.

Quizzes and examinations test a student’s independent knowledge of a subject. No unauthorized help from any source may be used or be available to a student during a quiz or examination regardless of the intent to use that source. All electronic devices must be properly stowed and should not be on one’s person during a quiz or examination. Giving aid to another student before, during or after a quiz or examination, or turning in for credit work previously submitted for a class, are also forms of academic dishonesty.

» HARASSMENT POLICY
‘Iolani School is committed to providing an environment conducive to learning and fostering mutual respect and sensitivity among all members of our school community. Harassment or any activity that interferes with this environment and/or undermines personal rights will not be tolerated. Harassment includes, but is not limited to, any unwelcome physical, verbal, written, or electronic action that undermines the personal rights of another individual.

‘Iolani School endorses and will enforce the right of everyone to participate fully in student life at the school without harassment. To that end, all members of the ‘Iolani School community are expected to respect the rights and sensitivities of others at all times and exercise sound judgment in doing so. Violators of this policy shall be subject to disciplinary action which may include expulsion.

» SEXUAL MISCONDUCT POLICY
DEFINITIONS
Sexual misconduct includes both sexual assault and sexual harassment.
“Sexual Assault” means any criminal sexual offense recognized by Hawai‘i law and includes unwanted touching or grabbing of sexual parts.
“Sexual harassment” is a specific type of prohibited conduct defined as behavior involving a single instance or repeated instances of unwanted sexual advances or other unwanted or offensive visual, verbal, or physical conduct of a sexual nature or based on sex or gender that unreasonably interferes with a student’s opportunity to receive an equal education. Examples include, but are not limited to: unwelcome sexual contact or advances; pressure
for sexual activity; obscene or suggestive remarks or jokes; verbal or written insults or abuse of a sexual nature; display of sexually-explicit materials; spreading sexual rumors; flashing or mooning; and/or other conduct of a sexual nature which has the purpose or effect of:
1) causing the recipient to feel discomfort or humiliation;
2) interfering with the recipient’s academic performance;
3) creating an intimidating, offensive, or hostile environment for the recipient;
4) creating a situation where an academic evaluation, status, progress, or non-curricular decisions affecting the recipient depends on his or her submitting to and/or not objecting to the behavior.

APPLICATION
If one feels sexually harassed, he/she should do the following:
» Let the offending person(s) know that the conduct is offensive and that the behavior must stop, unless doing so may put the student feeling harassed in danger.
» Keep a record of when, where, and how the harassing conduct occurred. Include witnesses, direct quotations, actions, evidence, and any other written communication.
» Promptly contact someone in authority, e.g., a guidance counselor, faculty member, nurse, dean, or the Head of School. Identify the offending conduct and person(s) so that a thorough investigation and evaluation can be made.

REPORTING SEXUAL MISCONDUCT
If anyone knows or has reason to suspect that sexual misconduct has occurred they must notify a member of the faculty or staff with as much information as possible about the misconduct or the reasons for suspecting that misconduct has occurred. ‘Iolani School values the privacy and safety of its students and will respect the wishes of any person who comes forward to report an allegation of sexual misconduct to keep such a report confidential, unless disclosure is necessary to comply with the law or to ensure the safety of all students and employees of the school.

If any person comes forward in earnest to report an allegation of sexual misconduct, even if the school later determines that there is not sufficient evidence to support the allegation, or if any person honestly participates in an investigation of an allegation, any action taken in retaliation against that person is strictly prohibited and will not be tolerated. Any person found to have engaged in retaliatory actions will be subject to immediate and appropriate disciplinary action, including possible expulsion.

If the allegations include violations of other school rules, the Dean and/or the Head of School shall have the discretion to grant amnesty for the transgressions of a student who comes forward to report sexual misconduct.

BULLYING AND HAZING
Bullying is repeated and unwanted, aggressive behavior among students that involves real or perceived power imbalance. Bullying includes, but is not limited to, actions such as making threats, spreading rumors, or attacking someone physically or verbally.

Hazing occurs when an individual or a group of individuals use humiliating, illegal, and/or dangerous activities to initiate new members into a club, group, or team.

‘Iolani does not permit or condone bullying or hazing in any form or by any group. Bullying and hazing are detrimental to students physically and emotionally.

The school will treat each case on an individual basis. The consequences will depend on the severity of the incident, regardless of whether it occurred on campus or off campus during a school sanctioned trip or event.
UPPER SCHOOL ATTENDANCE

The school pays close attention to attendance and expects students to observe the following procedures when they are absent or late. Please also see COVID specific guidelines in the Health section of the Family Handbook.

UNPLANNED ABSENCES

When a student misses school due to illness or leaves for an appointment during the day, he/she must bring a note from a parent or have the parent call the attendance office (943-2207) to explain the reason for the absence. Students missing part of the school day due to scheduled appointments or illness are still responsible for work due during their absence. Teachers may require students to submit work before an excused appointment. The failure to meet these requirements may result in academic penalties. In the case of illness, students should email their teachers to get any missed assignments. If the school believes a student is chronically absent, it may require the student to submit a doctor’s note upon returning to school.

A student who is ill, and who is absent from homeroom, should not attend school that day. If the student comes to school later in the day, he/she must present a doctor’s note indicating that the student is well enough to attend school, otherwise he/she will receive an unexcused absence for all missed classes and will be noted as an unexcused tardy. Students are not permitted to stay home to catch up on sleep or school work and arrive later in the day. Any unexcused absence or tardy may result in academic penalties, including but not limited to, assignments due, in-class work, quizzes, and tests. All students claiming illness and who arrive later in the day must check in by 12 NOON with a doctor’s note in order to participate in any extracurricular activities that day. Upon return to school following an illness, students need to check-in at both the Main Office and with the Infirmary.

A student with an excessive number of absences, as determined by school administration, may be placed on an attendance contract and disciplinary probation.

PLANNED ABSENCES

While class attendance is necessary for a productive and fulfilling curriculum, the school understands that occasions may arise when students must miss class or a day or more of school due to legitimate and verifiable reasons. In these cases, students must obtain permission from the school by having their parents provide a written letter explaining the reason to the Dean of Students at least one week before the start of the absence. Permission to receive an excused absence will be issued at the discretion of the school. Once permission is granted to miss class, students are required to pick up, complete and return an excused travel absence form from the Main Office to confirm the excused absence with his/her teachers. Students are then responsible for making up their missed work. Teachers may require students to submit school work prior to their departure, or teachers may allow students to make up work upon their return. Failure to meet teacher requirements may result in academic penalties for students. The school has granted permission to be absent for these reasons: early release for athletic participation, planned appointments, family or personal trips, and school-sponsored trips. In addition, given current travel restrictions due to COVID-19, students will be subject to state guidelines and school mandated health protocols in order to return to campus.

Missing a semester or final exam, however, is a different issue. Teachers may have to rewrite tests to ensure standards for academic honesty are maintained. Proctors must also be hired for alternate final exam testing.
If a student must reschedule a semester or final exam due to a planned absence, these tests must be taken prior to the regularly scheduled exam days. Families will also be assessed proctoring fees based on the cost of proctors and the number of make-up exams taken.

Families are encouraged to review the school calendar and schedule planned absences when class and semester/final exams are not in session. Should a family still plan a trip when school is in session they must understand that teachers will not be able to reteach all of the missed lessons and the students will need to take responsibility for that material.

TARDINESS
Students are to be in homeroom before the tardy bell rings at the beginning of the school day. Late students are to report to the attendance window for admission slips, then report to homeroom or class and present the slip to the teacher. Students without a valid reason for tardiness will be marked unexcused. Students with more than 15 unexcused tardy slips in a school year will be placed in required study hall. Those who have committed other serious infractions may also be placed on probation.

HOLIDAYS
All school holidays are printed on the school calendar and announced by the Head of School. Senior skip day or any unauthorized holiday planned by students will not be sanctioned and will be treated as an unexcused absence. In such cases parents should not write an excuse unless the child is ill.

ASSEMBLIES, CHAPEL AND CLASSES
Students must attend grade level and school assemblies, chapels and all of their classes. Students who cut any of these without permission from the nurse or Dean of Students will be placed in the required study hall. Students claiming illness during the school day must report to the Wellness Center if they want to be excused from an assembly, chapel, or class.

**USE OF ELECTRONIC DEVICES**
(For Upper and Lower School)
Technology is an important part of the educational process and 'Iolani provides students with opportunities for students to use electronic devices (including iPads, desktop computers, laptops, etc.) throughout the campus. In order to promote a safe, secure, and effective learning environment, we encourage all students to use safe practices and good judgment when using such devices. It is students’ responsibility to understand that any behavior unacceptable in person is also unacceptable when using an electronic device, whether with a personal device or a school-owned one, regardless of whether or not students are on campus.

Any student who fails to use good judgment when using an electronic device is subject to a number of penalties (which can include, but are not limited to, restricted device use, detention, required study hall, probation, or expulsion); the school policy regarding academic dishonesty applies to iPads and other electronic devices.

The following constitutes specific misuse of electronic devices. Other forms of misuse not specifically described below will be subject to the same corrective action if, in the determination of the Dean, such behavior fails to respect human or property rights of others or disrupts the educational process.

Electronic devices used at school should not have any apps installed, unless specifically assigned by an 'Iolani teacher, that have a description listed under its rating that is deemed as inappropriate by the school. When in doubt about an app, check with your teacher. Descriptions of apps that would be deemed inappropriate by the school include, but are not limited to, phrases such as:
» Alcohol, Tobacco, or Drug Use or References
» Profanity or Crude Humor
» Cartoon or Fantasy Violence
» Creating, sending, accessing, uploading, downloading or distributing offensive, profane, harassing, threatening, pornographic, obscene, violent or sexually explicit material is prohibited
» Jailbreaking, unauthorized use for, and/or other modifications of an 'Iolani electronic device is not permitted

RESPECT
» Only touch another person’s electronic device when invited to do so by the device’s owner.
» Only use your own account and device(s) to access only your content unless you are granted permission by the owner(s).
» Only access areas of the network you have been given permission to access. Circumventing 'Iolani’s network filter or firewall is prohibited.
» Only record content from ‘Iolani (video, photos, audio) with the known consent of the person(s) being recorded.
» Only post ‘Iolani School content to the Internet with the express permission of the school.
» Only post content about others to the Internet with their permission. Also secure permission from your parents/guardians, and the parents/guardians of others involved. Keep the case on your iPad at all times, and treat it with care.
» Do not forward or send any content not directly associated with your learning (e.g. advertisements, games, pictures); “spamming” or stealthily following someone online (“stalking”) are prohibited.
» Do not deliberately or negligently spread viruses, malware, or spyware.

HONESTY
Do your own work. iPads allow easy access to information online. Cite all your sources and create your own content. Reference online sources as instructed to by your teachers. Copying other people’s work and submitting it as your own work, whether intentionally or unintentionally, is morally wrong. It will be considered plagiarism and will result in a response from the school.

POLICIES FOR SCHOOL-OWNED DEVICES
If a student’s iPad becomes damaged or otherwise unusable, he/she should visit the Information Technology Services office to diagnose the problem; do not take it to an Apple store. ‘Iolani has an internal system for repairing and maintaining school-issued iPads
and devices. If a device is lost, the student should check with the Main Office or ITS to see if it has been turned in and/or use the “Find my iPad” feature by visiting iCloud.com.

» First two repairs: $50
» Third repair: $250
» Subsequent repairs/replacements: full iPad cost ($599)
» Lost iPad: full iPad cost ($599)

‘Iolani’s school-issued iPad is provided to students primarily to help with studies and communication with peers. As such, homework and other school-related activities take precedence over all others, including games and non-class-related work. iPads should be kept in their cases at all times; students should treat their school-issued iPads as they would a personally owned device. Students are expected to take proper care of their iPads, chargers, and charging cables, and charge them every night. A dead battery is not an acceptable excuse for not completing an assignment.

**DAILY REGULATIONS**

» Students in Grades 7 to 11 are required to be on campus until school is dismissed at 3 p.m.
» Public display of affection is in poor taste and inappropriate in a school environment.
» Students in Grades 7 to 11 are not allowed in the student parking areas on Lā‘au Street from 7:40 a.m. to 3 p.m. Seniors are not to loiter in any of the parking lots when entering or leaving campus during the school day.

» Students must maintain appropriate noise levels when gathering in courtyards or hallways near classrooms.
» All books and personal belongings are to be secured in a locker or carried by each student. They are not to be left in the corridors or on the lanais of any of the buildings. Anything left unattended will be picked up and may be claimed in the Main Office. A fine of $1.00 will be assessed for each infraction.
» Card playing at any time on campus is prohibited.
» Gum chewing at school is prohibited.
» Snacks and lunches may be eaten in the Student Center or outside within the rectangle bounded by the Art Building Lanai, the corridor along rooms I-103 through I-107, Convention Drive, and the Harry and Jeanette Weinberg Building. No eating is allowed on the lanai or hallways of any classroom building with the exception of the area near the Weinberg Concession.
» Running, jumping, and ball playing are not permitted in any classroom building.
» Electronic devices (including, but not limited to, cell phones, iPods, laptops, and tablets) may be used during free periods and lunch. Earphones must be used when listening to music or videos. All electronic devices are to be turned off in the library, classrooms, labs, study halls and during field trips unless the student has specific same-day permission from the appropriate teacher or proctor. Electronic devices must be turned off during assemblies, school-sponsored performances and chapel.
» Students should not play with frisbees, tennis balls, footballs, basketballs and the like on any part of the campus except on the athletic fields when they do not interfere with physical education classes.
» Students should stand when an adult enters the classroom. When spoken to by an adult, a student should reply in a clear voice referring to the person either by the last name preceded by Mr., Ms., Mrs., or Miss, or as Ma‘am or Sir.
» Students are welcome to use the grassy area immediately surrounding the Sun Yat-Sen statue; however, the Head of School’s Office
and other administrative offices border this area. Loud noises and horseplay are prohibited.

» Riding skateboards and roller blading are not permitted on campus.
» Students may not ride in school elevators without permission from the school nurse or Dean of Students.
» Upper School students are not to play on any Lower School courts or playground equipment during the school day or when the gates are locked.

**UPPER SCHOOL DRESS STANDARDS**

How one dresses often depends on individual taste, economic situation, and/or family, social, religious, or cultural norms. Dress can be viewed as a means for personal expression which allows one to explore and define his/her own individuality.

However, certain basic dress standards must be followed in order to maintain a positive and productive environment which allows students to be free from offensive or distracting influences and which provides a focused atmosphere conducive to teaching and learning.

With enrollment in 'Iolani, students and parents agree to accept and support the dress code which reflects the standards of the school. The dress code focuses on attire and appearance which are neat and clean. Students arriving at school improperly dressed will be asked to change their clothing to conform to the dress standards of 'Iolani. Any absence from class while a student is waiting for a change of clothes is considered unexcused and may result in academic penalties. Failure to comply with these dress standards will also result in disciplinary action, including required study hall or probation for more than three violations in one school year.

The following guidelines should provide the basis for what is considered appropriate or inappropriate attire. Please also see the COVID-19 specific guidelines regarding face masks and shields in the earlier COVID section.

**BOYS**

Appropriate attire includes long pants, jeans, or walking shorts; shirts with collars (aloha shirts, polo shirts, dress shirts, turtleneck shirts); covered shoes or sneakers and socks; and neatly trimmed hair which does not extend below the top of the shirt collar. Boys must have a buttoned-up collared shirt on at all times even if under a sweater, sweatshirt, hooded sweatshirt, or jacket.

Inappropriate attire includes faded, tattered or frayed clothing; athletic attire, including team uniforms not in dress code, leggings, tights, or yoga pants; beach attire; oversized clothing; fatigues; clothing with inappropriate language, imagery, or advertisements; caps or headgear of any type, including hoodies worn with the hood on the head; dyed or bleached hair or highlights outside the range of natural hair color; pony tails or braided hair; and facial piercings other than earrings or a nose stud.

**GIRLS**

Appropriate attire includes dresses, skirts, walking shorts, pants, or jeans that reach the top of the knee or longer in length; buttoned shirts with collars; turtleneck shirts, tees, blouses and dresses with crew, modest v-neck or scoop necklines that reveal no more than the collarbone area; and sandals with back straps or shoes with socks. All tops must have sleeves and any visible clothing worn under a sweater, sweatshirt, hooded sweatshirt, or jacket (like a cami) must conform to the dress code.

Inappropriate attire includes low-cut tops; faded, tattered or frayed clothing; athletic attire, including team uniforms not in dress code; beach attire or boys' style t-shirts; leggings, tights, or yoga pants; fatigues; oversized clothing; backless, see-through clothing, and
bare-midriff apparel; clothing with inappropriate language, imagery, or advertisements; headgear of any type, including hoodies worn with the hood on the head; dyed or bleached hair or highlights outside the range of natural hair color; facial piercings other than earrings or a nose stud; casual footwear with back straps like Crocs; and extremes in makeup.

SLIPPER PASSES
Any student requesting a slipper pass for the school day must obtain a note from the school nurse. The note must then be presented to the Attendance Office for a slipper pass BEFORE 7:40 a.m. All passes received after that will be unexcused and result in detention. A student with a slipper pass is not eligible for participation in Physical Education or Athletics for the date(s) of the slipper pass.

LOWER SCHOOL DRESS STANDARDS
» Boys may wear aloha, sport, dress, polo or T-shirts with trousers or shorts. Girls may wear dresses, blouses, polo or T-shirts with skirts, slacks or shorts. Swimwear, tank tops, plain white T-shirts and clothing with inappropriate images or language are not permitted. Similarly, extreme styles and revealing clothing such as bare midriff apparel and short shorts are inappropriate.
» Students are expected to wear footwear outside of their classroom. Students must wear shoes and socks or sandals with back straps. Slippers and sandals without back straps are not permitted. Appropriate footwear is mandatory for field trips.
» Hair should be neat and clean.
» Students wear Physical Education uniforms and sneakers on PE days. 'Iolani related T-shirts are permissible. The school issues one PE uniform to each child at the beginning of the year. Additional PE uniforms are available in the Campus Store.

DAILY REGULATIONS
School should be a place of exploration, inquiry, excitement, collaboration, socialization, and learning. In order to make our school environment a place where all feel welcome and safe, we have the following expectations to guide students.
» Students are expected to be mindful of one another, respect their teachers, classmates, and visitors, and make good choices at all times.
» Students in Grades 4 to 6 are expected to stand when an adult visitor enters the classroom.
» In the interest of safety, students are expected to be considerate of themselves, others, property, and the campus at all times.
» Mobile devices and other forms of technology are to be used at appropriate times and for appropriate means. All personal devices such as cell phones can be used before and after school. They are to be turned off and stored in their bags during the school day as well as in After School Programs and After School Care. For more detailed information, please refer to the Use of Electronic Devices section in the Family Handbook.
Any form of misbehavior will be subject to corrective action if, in the determination of the Dean, such behavior fails to respect the human or property rights of others or disrupts the educational process. Corrective action for infractions shall be appropriately handled by the Deans of Lower School or the counselors. This may include, but not be limited to: detention, loss of privileges, letters of concern, disciplinary probation, and dismissal.
As a general rule, these rules apply to school hours within the school day. However, students identified for misconduct off campus during school hours are subject to the same rules and corrective measures that govern misconduct on campus. These rules
apply also to all school functions, including school-sanctioned trips, regardless of the hour or day.

In certain instances, there may be misconduct off campus, not during school hours, that places into question whether the student should be allowed to remain in school. In those instances, the school reserves the right to take whatever action it deems necessary, including, but not limited to, expulsion.

**HAROLD K.L. CASTLE BUILDING**
- Students are not allowed in the building before 7:30 a.m. or during lunch. Students with a pass from a teacher may enter at the beginning of lunch period to practice or receive help.
- Students are not to loiter in the hallways or the foyer during lunch or before or after school.
- Students are not to loiter behind the building.
- Students may not eat or drink on the Castle lanai, front steps, or perimeter.

**MASAO NANGAKU BUILDING**
- Students are not to loiter in front of the building, or in the student drop-off area, during school hours.

**THE SULLIVAN CENTER FOR INNOVATION & LEADERSHIP**
- Students are not allowed in the building before 7:00 a.m. or after 5:00 p.m. on school days.
- Unless injured, students may not use the elevator during school hours.
- The 3rd and 4th floor project spaces are open to students for quiet study before school, during a free period, lunch and after school only if there are no classes or events in the space.
- Students must behave respectfully and clean up their space before they leave.

» Students are not allowed in the building before or after school hours or on the weekends unless accompanied by an adult.

**THE HARRY AND JEANETTE WEINBERG BUILDING, THE KOZUKI STADIUM AND THE PARKING STRUCTURE**
- Students are not to loiter in the stairwells.
- The parking structure is off limits to students.
- The warehouse is off limits to students.
- The second floor balcony is off limits to students unless under the direct supervision of a teacher.

**RESIDENCE HALL**
- Students are permitted in the 1st floor common room during lunch; residence floors are off-limits during the school day (7:15 a.m.–3:15 p.m.)
- Students visiting the dorm during residence hours (3:15 p.m.–7:30 p.m.) must be the guest of a boarding student, must be signed in with the House Faculty on duty, and are expected to follow all of the residential community expectations and policies.
- Students are not to loiter behind the building.
STUDY HALLS
Students receive seating assignments during the first week and are to take their assigned seats upon attending study hall.

Attendance will be taken as students will be required to check in to their respective study hall location(s).

Proctors will announce additional expectations and procedures.

EXCUSE FROM STUDY HALL
Students may not be excused from study hall until attendance-taking has been completed.

A student may be excused from study hall by:

» presenting the study hall teacher with a written excuse, signed by a teacher or administrator.
» receiving a call slip from the office.
» obtaining special permission from the study hall teacher.

SIGNING OUT OF STUDY HALL
Students excused from study hall should sign out with the study hall teacher, indicating time of departure and destination.

Students with written excuses for the entire period must leave their excuses with the study hall teacher at the time they sign out. Students with written excuses for only part of the period, and those who receive call slips from the office, must take the excuse or call slip with them so that the person to whom they report may fill in the bottom portion of the excuse and sign it (or make a similar notation on the call slip and sign it).

Students excused to use the library must sign out and leave their excuses with the study hall teacher. They should then take library admittance forms from the study hall teacher along with them and present them to the library proctor.

Students excused from study hall for only part of the period must sign in again with the study hall teacher before the end of the period, indicate the time of their return on the sign-out forms, and turn in their excuses to the study hall teacher.

CANCELED CLASSES
Should a teacher be late to class, the class is not automatically canceled. One student should check with the Main Office to find out the circumstances of the teacher’s lateness. Students may not leave class without being excused by the Dean of Students.

TRAVEL RULES
On all 'Iolani-sponsored trips, school rules apply from the time the child is released to the chaperones at the commencement of the trip until he/she is released to the custody of the parents at the end of the trip. Any student who violates any rule at any time will be subject to punishment and corrective measures that govern misconduct on campus, including dismissal.

SENIOR OPEN CAMPUS PRIVILEGES
Seniors may leave the campus during their free time if they have open campus privileges and they are not on academic probation or restricted for disciplinary reasons. Seniors who leave campus must carry their school identification card with them. In case they encounter a police officer, they should explain that they are seniors and have off-campus privileges, and present their I.D. to the officer. Seniors will be required to check-out and check-in with Campus Security upon leaving and returning to campus. The school may revoke the open campus privilege of any senior for whom a teacher or administrator feels the privilege is detrimental.

Seniors who have been denied the open campus privilege will be placed in study halls.
Tutoring Policies

‘Iolani prides itself on providing each student with individualized attention and academic support. In most cases, formal tutoring is not necessary because teachers are available for extra help during the day as well as after school. The school will only recommend outside tutoring for a student if all other resources at ‘Iolani have been utilized.

HIRED TUTORS
Tutors who are not ‘Iolani employees must be vetted by ‘Iolani School and complete a background check in order to tutor on campus. Hired tutors are only permitted to work with ‘Iolani students or siblings of ‘Iolani students. Tutoring non-‘Iolani affiliated students on campus is not allowed.

LOWER SCHOOL
Individual teachers are asked not to recommend tutoring to a student or family on their own. When warranted, the Lower School Student Support Team may recommend tutoring for a student. Tutoring agreements must be coordinated and monitored by the student’s family and the school. The Student Support Team will coordinate through the counselor the time and place where tutoring will occur.

UPPER SCHOOL
Individual teachers are asked not to recommend tutoring to a student or family on their own. When warranted, a counselor may recommend tutoring for a student in his/her grade. Tutoring agreements must be coordinated and monitored by the student’s family and the school. The Special Programs Office will coordinate the time and place where outside tutoring will occur.

HELP SESSIONS AND TEACHER/STUDENT CONFERENCES
Teachers in the Upper School offer extra-help sessions for students who may want to review material or to ask questions. In addition to designated days for each subject area to hold extra-help sessions, teachers may schedule additional extra-help time before or after school, as well as during free periods that the student and teacher may have in common. The designated extra-help days are: (note that extra-help sessions are from 3 p.m. to 4 p.m. on each assigned day.)

Tuesdays » World Language/English
Wednesdays » Math/History
Thursdays » Science
Counseling and Guidance

THE COUNSELING DEPARTMENT promotes student success by supporting and maximizing academic achievement and by fostering personal and social development.

Counselors at ‘Iolani School help students understand themselves and the challenges they face. Further concerns may be addressed by the Director of Social and Emotional Health.

There is a K–2 counselor, a grades 3–4 counselor, a grades 4–6 counselor, and a counselor for each grade level in grades 7–12. Two support counselors are also available for students in grades 7–9 and grades 10–12. There are four college counselors who advise students in grades 9–12. The student/counselor ratio in grades K–6 is 216 students per counselor, in grades 7–8 is 135 students per counselor and grades 9–12 is 121 students per counselor.

The counselors meet individually with all students in their grade level during their first year together. New students and students with academic, personal, or developmental concerns receive additional attention.

Counselors work closely with each other, parents, the faculty and the administration to ensure that special concerns are handled appropriately and consistently.

‘Iolani offers a Guidance program for all students. In grades K–6 all students have guidance lessons throughout the year. All seventh graders take a nine-week Guidance course that covers self-esteem, friendships, assertiveness, the changes of adolescence, and etiquette. Counselors teach lessons on course planning, GPA and the American Education System, during 9th grade Advisory sessions, as well as preparation for course registration. The college counselors also meet during Advisory to introduce college counseling and the college admissions process.

In August, new students come to ‘Iolani to meet school personnel and other new students and to tour the campus. Counselors meet with small groups of new students in September to answer questions about academic and extracurricular activities.

VOLUNTEER TUTORING

With teacher approval, students in Grades 9 to 12 volunteer their time to help younger students with courses that may give them difficulty. They tutor in a proctored classroom during their study hall periods at no cost to the students or parents. Upper class students also act as Big Brothers and Sisters to K to Grade 6 students as needed.
‘IOLANI STUDENTS are encouraged to participate in on- and off-campus service to our community. With several clubs, service activities, and partnerships, campus community service projects include food and personal care item drives, disaster relief efforts, environmental and sustainability initiatives, and aid to human services. Service-oriented clubs such as the Key Club, Leo Club, Interact Club, “I” Club, American Red Cross Club, Peace & Justice Club and Global Issues Network organize and execute projects throughout the year. Several classes, such as Economics and Entrepreneurship, My Life/MyWorld/My Island, and the One Mile Project, have integrated service-learning into the curriculum to give students a more in-depth experience in service to their community.

‘Iolani students have also aided other groups during the last school year, including The Institute for Human Services, The Episcopal Relief Development, Aloha Harvest, St. Elizabeth’s Episcopal Church, Family Promise, the Children’s Alliance of Hawai‘i, the Children’s Justice Center, The Hawai‘i Nature Center, Lyon Arboretum, and the Ronald McDonald House.

In response to COVID-19, several students have volunteered to make and donate masks, have delivered essential goods and services to those in need, and have given back to the community in many ways during this unprecedented time.
Privacy and Disclosure Policies

» STUDENT EDUCATION RECORDS
In general, parents and current school students over 18 years of the age of eighteen (18) ("Eligible Students") may inspect and review a student’s education records as defined below. Parents are those identified on a student’s birth certificate, as submitted during the application process. Any subsequent changes must be demonstrated by appropriate documentation (e.g., adoption or guardianship decree, court order, divorce decree). If any parent objects to ‘Iolani’s permitting another parent from accessing student’s education records, he or she must provide ‘Iolani with a written explanation and copies of appropriate documentation. It is solely the responsibility of the parents to update ‘Iolani concerning any changes.

“Education records” are records directly related to a student that are maintained by ‘Iolani and presented to an outside organization at the request of a student (typically, a college or other school). These records include but are not limited to grades, transcripts, class lists, student course schedules, standardized test scores, teachers’ comments, and certain health records; and may include any official disciplinary actions taken. ‘Iolani reserves the right to routinely amend and/or maintain education records, in its sole discretion, as may be appropriate in the normal course of business.

REQUESTS FOR CORRECTION
If a parent or eligible student believes the student’s education records are inaccurate or misleading, Parents or Eligible Students may request that ‘Iolani correct the records that are believed to be inaccurate or misleading. Parents or Eligible Students should write to ‘Iolani in care of the Dean of Studies and (1) clearly identify the portion of the education records they want corrected, (2) specify why they believe the records are inaccurate or misleading and (3) articulate how they would like the records to be corrected. If ‘Iolani decides not to amend the record as requested by the parent or eligible student, ‘Iolani will notify the parent or eligible student of the decision and advise them of the availability of a hearing regarding the amendment if a hearing is requested. Additional information regarding the hearing procedures will be provided to the parent or eligible student if they are notified that a hearing is available.

DIRECTORY INFORMATION
‘Iolani may disclose certain “Directory Information” about students as reviewed and approved by his or her parent in the “‘Iolani School New Parent/Legal Guardian Consent and Release Form” without requesting or receiving additional written consent. ‘Iolani uses Directory Information, which is personally identifiable information about the student that is generally not considered harmful or an invasion of privacy if released, primarily in school transcripts, certain school publications, media displays, and press releases, both printed and electronic. Examples include:

» The school’s student directory
» The school newspaper
» The school yearbook
» The school graduation program
» The school website
» Academic honors recognition lists

INSPECTION AND REVIEW
‘Iolani will respond to any written request to inspect and review a student’s education records within 45 days of the day it receives the request for access. Parents or eligible students should submit to the Dean of Studies (for Upper School) or Dean of Lower School a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
» Playbills showing the student’s role in a play
» Sports activity lists, such as rosters showing weight and height of team members
» Press releases by the school
» Newspaper, magazine, or television features on the school
» Other school publications and presentations

Directory Information may also be disclosed to certain outside organizations without the prior written consent of a parent of eligible student. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks. If a parent does not want ‘Iolani to disclose all or certain pieces of Directory Information about his or her child without prior consent and did not direct ‘Iolani accordingly in the “‘Iolani School New Parent/Legal Guardian Consent and Release Form”, the Parent must notify ‘Iolani in writing by the first day of instruction for the regular school year, addressed to the Dean of Studies with specific instructions as to which pieces of the student’s Directory Information he or she does not want disclosed. ‘Iolani has designated the following information as Directory Information of a student:

» Name
» Address
» Telephone Listing
» Electronic mail address
» Date and Place of Birth
» Dates of attendance
» Grade level
» Participation in school activities and sports
» Weight and height, if a member of an athletic team
» Photograph, film, digital and video images
» Honors and awards received
» College of attendance

CONSENT FOR DISCLOSURES AND MANDATORY REPORTING

Except for Directory Information as described above, ‘Iolani requires a parent’s or eligible student’s consent to disclose personally identifiable information contained in a student’s education records outside the school, except as required to comply with state or federal law or to protect the health and safety of all members of the ‘Iolani community. Specifically, ‘Iolani must report any reasonable suspicions of child abuse or neglect to Child Welfare Services (CWS). The law does not require ‘Iolani School to obtain parental consent before making a report. Once a mandatory report is made, ‘Iolani School will not take further action except as permitted to do so by a government agency with the appropriate authority. Such reports, and records of reports, are highly confidential and ‘Iolani School will not disclose whether a report has been made unless required by law.

Note that ‘Iolani, in its sole discretion, may share information contained in a student’s education records with persons associated with ‘Iolani for the purposes of instruction or in furtherance of the legitimate educational interests of ‘Iolani. Persons associated with ‘Iolani include those employed by the ‘Iolani as an administrator, supervisor, instructor, coach, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on ‘Iolani’s Board of Governors; a person or company with whom the ‘Iolani has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); and a parent or student serving on an official committee or assisting another person associated with ‘Iolani in the performance of his or her tasks.
Established in 1986, the ‘Iolani ‘Ohana is the parent organization of the school with all current parents automatically becoming members.

The ‘Iolani ‘Ohana Council is the leadership group of the ‘Iolani ‘Ohana and consists of approximately 45 members who serve as officers, committee chairs, and grade level representatives. These members assist with class events, coordinate programs, and share ideas that are meaningful to the ‘Iolani community. Each grade level, K–Grade 12, is represented by two to three parent representatives.

The ‘Ohana organization offers wonderful opportunities for ‘Iolani parents to support the school and get more actively involved in their child’s or children’s education by assisting with programs and activities that foster relationships and promote continued interaction within the ‘Iolani community. Throughout the year, parents receive information and invitations from their ‘Ohana grade level representatives.

In addition to the above, ‘Ohana Council members serve as liaisons between the administrators and parent community to maintain open communication regarding school initiatives and projects such as bell schedule, branding, new online apps and campus expansion.

Being a part of the ‘Ohana Council is a fun way to develop lasting relationships with the families in your child’s grade while providing an important service to the school. Please consider becoming actively involved with the ‘Ohana Council by volunteering to be a grade level representative, a committee chair, or an officer. Volunteers are also needed to assist with classroom and grade level activities.

To learn more, contact the ‘Ohana Liaison at liaison@iolani.org

Due to the constraints during the COVID-19 pandemic, we are unable to have our annual ‘Iolani Fair in 2021. However, plans are underway for a special event for our school community. We will need the continued help of parents and volunteers and we will be sharing more details at a later date.
**OBJECTIVES**

‘Iolani School recognizes and appreciates the significant financial investment our families make in their child’s education. Acknowledging this commitment, the school makes every effort to use operating funds to alleviate additional costs for extracurricular activities including: assistance with overall travel costs (for performances, games, competitions, etc.), reductions in costs of “Class Camps” (for Grades 4, 6 and 12) and aid for miscellaneous costs for student activities.

As such, ‘Iolani School does not allow miscellaneous fundraising on or off campus. Instead, advisors, faculty and coaches can make requests per the guidelines that follow and the school will make every effort to assist with the costs in a way that will provide equivalent financial support without relying on contributions from families or the community.

These guidelines will identify channels available to faculty, advisors and parents to request funds and ensure ‘Iolani School is in compliance with federal guidelines, policies and best practices with regard to fundraising in a manner that is fair and consistent for all students.

‘Iolani School remains committed to supporting extracurricular activities which enhance the student life experience on campus and therefore offers the following opportunities for financial support:

**SCHOOL-GENERATED FUNDS – ‘IOLANI FAIR**

Each year, the net proceeds generated from the ‘Iolani Fair are placed into a school account to help offset the costs of travel for ‘Iolani School teams, clubs and classes. The Fair helps to support dozens of classes, teams and programs including things like:

- Academic Teams
- Athletic Team trips
- College Counseling Trips
- Fourth Grade Camp (Big Island Trip)
- Imua and Yearbook
- Performing Arts
- School Clubs
- Senior Camp
- Sixth Grade Camp

The funds are dispersed in priority order as follows:

1. To cover the costs of chaperones for student travel.
2. To reduce the costs of class camps for all participating students.
3. To reduce the cost of all remaining trips to a level which Fair proceeds can support.

‘Iolani School has established processes for faculty and advisors to request needed funds for travel. In accordance with this policy, members of the ‘Iolani community should refrain from soliciting or directly accepting contributions for individual programs and activities. These guidelines are in place to serve our families as well as to ensure ‘Iolani School is in compliance with federal policies and best practices with regard to fundraising for the school, both on and off campus.
OTHER
In specific cases, there may be opportunities for participation in fundraising activities created by 'Iolani School. Some examples include:

SCHOOL PERFORMANCES
From time to time, performing arts or other groups may consider charging for a performance as a fundraiser for upcoming travel. Requests for this should be made to the appropriate academic dean.

COMMUNITY SERVICE FUNDRAISERS
During the school year, students may request to hold campus events which address a community or global need and may consider fundraising as part of this learning experience. These community service-type fundraisers must first be reviewed and approved by the appropriate academic dean and should be consistent with the school’s mission and values with a focus on service learning and not financial contributions.

EDUCATIONAL CAMPS AND CLINICS
Camps and clinics that provide instruction may charge participants. Requests for these activities should be submitted to the academic dean overseeing the event.

ACCOUNTABILITY AND FINANCIAL REPORTING
Any checks, sponsorship dollars, or other funds received by a school club, team, parent or group must be addressed to 'Iolani School and immediately submitted to the 'Iolani Advancement Office for proper accounting and reporting.

The funds will then be held by the Business Office and allocated for your group’s purpose and distribution. This ensures proper stewardship of those dollars both in reporting back to the donor(s) and per legal regulations. All funds collected for any school or extracurricular school purpose are subject to regular audit and accountability requirements.
My BackPack and My BackPack Mobile

‘IOLANI SCHOOL UTILIZES Community Brand’s Senior Systems as a student information system. There are two methods to access information attached to students’ accounts. MyBackPack is a web portal and MyBackPack Mobile is a mobile device app. They both offer the same information but My BackPack Mobile also offers:

Home Screen of the app:
1. **Summary** presents an overview of your child(ren)’s information. Use the tab on the upper right to access another child, if you have more than child one at ‘Iolani.
2. **Schedule** includes a list of your child’s Upper School teachers for each of the year’s four quarters and by class period, as well the name of your child’s Lower School homeroom teacher.
3. **Balance** provides the current account balance from the school’s Business Office.

Bottom or Footer of the app:
1. **Directory** is a parent/student directory search function that shares information that families have granted consent to share through the Magnus student information forms. If you would like to change any of your family’s information, please use the link under Contacts and Links on the app to update or change information.
2. **Contacts and Links** include the most commonly accessed numbers on the Contact tab. Under the Links tab, we have included links to the ‘Iolani website, faculty directory, and the link to change the information included in the directory.
3. **Settings** allow parents to reload the app if needed and to sign out. (The app does not time out so parents must log out to close it.)

Directions to Install the My BackPack Mobile App (Senior Systems)
1. Install the app from one of the links
   - Google Play
   - iTunes
2. Launch app and use the school code: Iolani
3. Log in using your My BackPack username and password. The site to access My BackPack is at https://mbp.iolani.org/

If you do not remember your username and/or password, please choose the option on the bottom of the sign in box to reset one or both.

IMPORTANT: The app does not log out after a period of inactivity, so you must log out after each use for the app to fully close.
Special Programs

AFTER SCHOOL PROGRAMS
‘Iolani offers after school program classes that take place after the regular school day ends during the regular school year, including After School Care for students in Grades K to 6. For more information, visit www.iolani.org/after-school-programs

SUMMER PROGRAMS
The mission of ‘Iolani Summer Programs is to continue the tradition of leadership and academic excellence by offering students from the community and abroad an opportunity to enrich their knowledge and curiosity through engaging curriculum and interactive learning environments in order to foster lifelong learners ready to engage their world in new and innovative ways.

Summer programs include a variety of daily enrichment courses in the arts, athletics, STEM, and academics for students entering Grades K–12. Classes and excursions invite students to develop their knowledge and curiosity through innovative subject matter and experiential learning. For more information, visit www.iolani.org/summer

SUMMER RESIDENTIAL PROGRAMS
‘Iolani Summer Residential Programs’ holistic approach offers students eleven to sixteen-years-old the opportunity to engage in hands-on learning through classes designed for academic review and enrichment, extracurricular activities, and exciting field trips around O‘ahu. The goal of each program is to find balance between academic pursuits and extracurricular activities.

In addition to a learning environment that takes advantage of the tremendous resources on campus, Residential Summer Programs utilize the school’s geographic location in Honolulu to create unique opportunities for personal growth and development through exposure to Hawaiian culture, as well as local attractions and events. For more information, visit www.iolani.org/summer/summer-residential-programs
‘IOLANI SCHOOL is situated on a 25-acre campus a few miles away from Diamond Head, the Honolulu Zoo, and the University of Hawai‘i at Mānoa. The campus is nestled in the neighborhood of McCully-Mō‘ili‘ili and is near the neighborhoods of Kaimuki and Kapahulu. The school provides a safe, well-secured campus for students and families while also serving as a welcoming community gathering place. Here are some of the most visited sites on campus.

ARCHIVES
Archives collects, organizes and preserves ʻIolani documents, artifacts and other primary source materials which promote an understanding and appreciation for the history of the school. The Archives is located on the second floor of the Sullivan Center for Innovation and Leadership and may be reached by calling 943-2336 or emailing archives@iolani.org.

ART BUILDING
A comprehensive art building houses facilities for ceramics, photography, painting, drawing, glass and metal work, and 3D design. A Lower School Art Room and the school’s Art Gallery are situated on the ground floor.

ATHLETIC FACILITIES
With the completion of the Father Kenneth A. Bray Athletic Center in 1980, and additions in 1989, ʻIolani possesses one of the finest athletic complexes in the state, featuring two gymnasiums, physical conditioning and physical training rooms, a racquetball court, and space for wrestling, gymnastics, and dance. Outdoor facilities include the Kozuki Stadium facilities, completed in 2003, an Olympic-size swimming pool, six tennis courts, two football and soccer fields, a track, a superb baseball diamond, and One Team Field House, completed in 2005.
CLASSROOM FACILITIES
The Harry and Jeanette Weinberg Building, completed in 2003, provides thirty-two classrooms, four physics suites, an AP Biology/Chemistry lab and a computer lab. The building also houses the College Counseling Department, Seto Hall (a large multipurpose meeting, assembly and banquet room), the Media Services (Audiovisual) Department, and a snack bar.

In 2003, the Castle Building was renovated to provide additional classrooms and four science rooms. The Nangaku Building was also renovated to house the Admission Office, the Institutional Advancement Office, the Business Office, and the Campus Store.

The I Building is home to Upper School classrooms as well as offices for the Head of School, Upper School main office, Dean of Students, Dean of Studies, Dean of Upper School, and the Counseling.

The second floor of the Nangaku Building is where the Communication and Residential Admission departments and several classrooms are located, while the building’s first floor houses the Ranzman Board Room, Campus Store, Business Office, Day Admission, and Advancement departments.

K–1 COMMUNITY
The K–1 Community features 10 classrooms in five buildings that uniquely blend outdoor learning spaces with indoor instructional areas. Each classroom has floor to ceiling windows that look out to the large natural playground. There are gardening spaces, outdoor lanais and “reading trees” in the first grade classrooms. The natural playground is designed with activity stations that encourage collaboration, discovery, growth, and expression.

LOWER SCHOOL
Two new facilities in Lower School help to fulfill an important aspect of ‘Iolani’s strategic plan: to create leading-edge facilities and provide spaces for discovery, growth, and expression, where students can develop unique talents and skills to share with the world. The Sidney & Minnie Kosasa Performance Studios feature high ceilings and added space for music and dance classes. The two-story Kaneshiro Science & Innovation Center includes large spaces on the ground floor for science, while a large fabrication and computer lab, flex space, religion and English classroom are on the second floor.

LIBRARIES
The Tsuzuki Group Library (Grades 7–12) located on the second floor of the Sullivan Center for Innovation and Leadership and the Lower School Library (Grades K–6) in the Lower School provide a well-balanced collection of materials and technology to support student learning and to enrich the curriculum.

RESIDENCE HALL
The dormitory is a modern, secure and well-designed five-story residential hall that houses 112 students in Grades 9–12 as well as House Parents who reside on the ground level. A common area on each floor and on the ground level are also available for supervised student use. There are strict rules regarding entering the dormitory.

THE STUDENT CENTER
This large, versatile building is used as a cafeteria and a snack and study area during the academic day. In the evening, it is a site for dances, large meetings and banquets. A snack bar is open during the school day.
ST. ALBAN’S CHAPEL
Among the first buildings to be completed at the Ala Wai site, the Chapel was dedicated in 1953. The spiritual center of the school, St. Alban’s Chapel has undergone major renovations beginning with the gift of an Allen Digital Computer Organ, installed in 1990. In 1993, a stained glass window designed for the front of the Chapel was added; in 1995, all pews and furnishings were redone in koa; and in 2005, a trellis was constructed. St. Alban’s seats 500 students and is used every weekday morning for school services.

SULLIVAN CENTER FOR INNOVATION AND LEADERSHIP
The Sullivan Center for Innovation and Leadership at ‘Iolani School is a sustainably-designed 40,000 square foot, four-story facility dedicated to citizenship, applied technology, scientific discovery and digital communication. Focusing on 21st century learning skills, the Center includes an innovation lab, a modern library, flexible project spaces, collaboration classrooms, a digital media lab, a rooftop garden and a research lab.

FOOD SERVICE
Sodexo operates the cafeteria and snack bars. Meals may be purchased with cash or by using a debit account accessed by your child’s fingerprint or ID card. Money may be placed in a child’s account beginning in August.
In the event of a school closure or campus emergency, ‘Iolani School will keep parents informed through a messaging service, radio broadcasts, our website (www.iolani.org), and email. The emergency broadcast station for Hawai‘i is KSSK AM 590: FM 92.3. Parents may also call the Upper School office at 949-5355 or the Lower School office at 943-2227.

**TSUNAMI WARNING**

‘Iolani School is not in a regular Tsunami Evacuation Zone, however it is in one of the recently-designated Extreme Tsunami Evacuation Zones (XTEZs). The new XTEZs do not replace the current Tsunami Evacuation Zones, but rather adds a second zone for a potential extreme event. Extreme tsunamis are low-probability, once-in-a-thousand-years occurrences, but they represent the high-impact “worst-case” inundation scenario for Honolulu. In the unlikely event of an “Extreme Tsunami Warning” the school will evacuate inland to higher ground as instructed in the Honolulu XTEZ plan.

In the event of a regular Tsunami Warning, ‘Iolani School will adhere to the following procedures:

If a warning is issued by the Pacific Tsunami Warning Center through the O‘ahu Civil Defense Agency while school is in session, school personnel will remain with the students until parents can safely pick them up. The O‘ahu Civil Defense advises that parents do not leave a safe area or drive through a danger zone to pick up their child(ren) during a tsunami warning. Wait until the “All Clear” has been announced. Lower school children are to be picked up at the Autoline Gate on Lā‘au Place. Upper school students are to be picked up at the Lower Gym on Kamoku Street. The school will follow instructions from the O‘ahu Civil Defense Agency through local radio broadcasts.

If the warning is issued before school begins, classes will be canceled and the school will be closed. Parents, the O‘ahu Civil Defense Agency, and radio stations will be notified by the Head of School’s Office.

**HURRICANE/TROPICAL STORM WARNING**

The National Weather Service issues Hurricane or Tropical Storm WATCHES 48 hours prior to storm effects. Hurricane or Tropical WARNINGS are issued when one of these storms could affect O‘ahu in 36 hours or less. Extreme WindWarnings for sustained hurricane-force winds of 115 mph or greater are issued when winds are expected within an hour. When a WATCH is issued, school administrators will monitor the storm and make decisions to close the school before the issuance of a WARNING. The timing of the closure will coincide with the end of a normal school day, if possible. If a WARNING is issued by the O‘ahu Civil Defense Agency while school is in session, school personnel will remain with the students until parents can safely pick them up. Lower School children are to be picked up at the Autoline Gate on Lā‘au Place. Upper school students are to be picked up at the Lower Gym on Kamoku Street. Parents, the O‘ahu Civil Defense Agency, and radio stations will be notified by the Head of School’s Office.
EARTHQUAKES
In the event of an earthquake of significant magnitude, ‘Iolani School will care for students until parents can safely pick them up. Lower School children are to be picked up at the Autoline Gate on Lā‘au Place. Upper School students are to be picked up at the Lower Gym on Kamoku Street. Parents, the O‘ahu Civil Defense Agency and radio stations will be notified by the Head of School’s Office.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) NOTICE

In 1986 Congress passed the Asbestos Hazard Emergency Response Act (AHERA). This law requires all public and private schools, grades kindergarten through twelve, to be inspected for asbestos containing materials (ACM) and to develop a management plan for controlling exposure to these materials. This law also requires that we notify parents on an annual basis, with regards to ACM at our facility.

‘Iolani School contracted with Kimura International, Inc., to monitor our school for compliance with the AHERA regulations. Based upon their findings, a Management Plan, including an Operations and Maintenance Program, was written which calls for the systematic monitoring of ACM through proper housekeeping techniques, periodic inspections and precise record keeping.

The goal of ‘Iolani School’s asbestos program is to comply with the law and to provide a safe and healthy environment. The Management Plan and the report prepared by Kimura International, Inc., are available for review at the Business Office.

CAMPUS EMERGENCY
In the event of an emergency that requires campus containment or school closure, ‘Iolani School will care for students until parents can safely pick them up. Lower School children are to be picked up at the Autoline Gate on Lā‘au Place. Upper School students are to be picked up at the Lower Gym on Kamoku Street. Parents will be notified through phone, text messages, email, radio broadcasts, and the school website www.iolani.org as to the time when students can be picked up from school.
KAʻI (Kūkulu Alakaʻi ‘Iolani, The Creation of Leaders)

THE KAʻI PROGRAMS at ‘Iolani School are committed to the long-term empowerment and positive growth of Pālolo Valley youth. Now in its eleventh year, KAʻI has grown to comprise four components which meet the needs of Pālolo Valley youth from early childhood through postsecondary education completion.

THE SUMMER KAʻI (Kūkulu Alakaʻi ‘Iolani, The Creation of Leaders) Program is a partnership between ‘Iolani School and Jarrett Middle School designed to counteract the learning loss that underserved youth experience over the summer by engaging students in a free, high-quality, 6-week summer program at ‘Iolani School during their middle and high school years. This program, now in its eleventh year, currently supports 71 students in Grades 7–12 and 54 graduates. The Summer KAʻI Program provides two meals a day, academic enrichment courses, DOE-credit courses for KAʻI high school students, a leadership class, and college and career counseling. The Summer KAʻI Program has an overall 95% retention rate of its students over its 10 years and an overall attendance rate of 98% during the summer.

THE KAʻI KEIKI PROGRAM, a partnership between ‘Iolani School and the Pālolo ‘Ohana Learning Center, was established to provide early childhood education to preschool-aged children living in the Pālolo public housing. Programming focuses on developing social, emotional, and cognitive skills necessary for school readiness in a welcoming and joyful school environment. This program, which has served over 190 3 to 5-year-olds in the past six years, works with Head Start at Pālolo Elementary to help families register their 3 and 4-year-olds so that the children can continue their learning during the school year. The KAʻI Keiki Program is the early childhood program that serves the greatest number of preschool-aged children from Pālolo public housing.

THE SCHOOL YEAR TUTORING PROGRAM was established in 2017 to provide personalized weekly academic tutoring and support for all KAʻI students during the school year. Through this program, KAʻI students receive an additional 150–175 hours of academic tutoring throughout the school year, particularly in the areas of math, reading, and writing. This program strives to improve students’ academic skills and personal resilience and ultimately better prepare them for success in high school, postsecondary education, careers, and beyond.

THE KAʻI KŪLANA PROGRAM supports KAʻI graduates through the critical next phase of their educational journey. The program’s mission is to match students with appropriate postsecondary options and support students to and through their pathways to completion with minimal or no debt. Compared with the Hawai‘i state averages, KAʻI has been significantly more successful in helping students graduate from high school and particularly successful in supporting students in postsecondary matriculation. KAʻI students have an 88% college enrollment rate upon their completion of high school.
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Associate Dean of Residential Life

Aster Chin,  
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Zachary R. Linnert,  
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Wendell B.W. Look,  
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Maurice P. Maggiolino,  
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Co-Athletic Director

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Director of Admission

Kimberly Nguyen,  
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Lianne Pang,  
Director of Library Services

Kevin M. Pease,  
Director of Performing Arts

Eric D. Perkins,  
Interim Associate Dean of Lower School

Melanie Pfingsten,  
Dean of Studies

Matt Rinkin,  
Director of Residential Summer Programs

Scott Weaver,  
ITS Manager

Erik M. Yamamoto,  
Associate Dean of Students
Chaplains

The Rev. Andrew Arakawa, 
Lower School Chaplain

The Rev. Timothy L. Morehouse, 
Upper School Chaplain

Lower School Faculty

Lyndsey Ann M. Arakawa, 
Grade 6 (leave fall 2020)

Marci Awaya, Grade 3

Kori C. Briones, Grade 1

Aaron W. Chaney, Grade 6

Colleen Fujikawa Chang, Grade 1

Nicole Kajiyama Charos, Kindergarten

Bonny L. Chikamori, Grade 1

Jessica Chiu, Kindergarten

David R. Chun, Grade 5

Cynthia A.Y. Chung, Grade 2

Shelby Cotham, Grade 4 (one year)

Wendy Fujimoto Dantas, Grade 6 (one year)

Rosa Dayao, Grade 2

Steven T. Doi, Grade 4

Deborah K. Duval, Grade 6

Robin S.L. Dyrensborg, Grade 6

Helen A. Edamura, Grade 2

Jennifer C. Emde, Grade 1

Michael Fricano II, 
Technology Integration Specialist

Erin Fujikawa, Kindergarten

Catherine L.K. Fuller, Grade 6

Randy Grobe, Grade 1 (fall semester)

Daisy R. Heimerdinger, Grade 4

Robin K.N. Hiraki, Grade 5

Tobi Hirata, Kindergarten

Krislyn Hong, Grade 2

Robyn K. Ide, Grade 5

Kristi K.O. Kai, Grade 3

Eric Kam, Grade 6 (one year)

Jessica Katayama, Grade 1 Substitute; 
Lower School Online Teacher (one year)

Lesley A. Kawahara, Grade 2

Megan Kawatachi, Grade 5 (one year)

Addie C. Kim, Grade 4

Daryl A. Kobata, Grade 6

Jennifer Lee, Grade 2

Jewel M.B. Lee, Kindergarten
Lower School Faculty

Lori Lum, Grade 1
Susan M. Maeda, Grade 3
Kryn Masutani, Lower School Physical Education (spring semester)
Linda M.L. Miyata, Lower School Religion
Jami J. Muranaka, Lower School Science
Tara Lyn Nakamoto, Design Lab
Lindsey N. Rabe, Lower School Music
Elizabeth C. Reilley, Lower School Art
Lauree T. Sakaida, Grade 3
Erin J. E. Sayegusa, Grade 1
Lisa L. Simon, Lower School Performing Arts

Joseph A. Smeraldi, Lower School Art
Ivan K. Suzuki, Lower School Physical Education
Katherine H. Tierney, Lower School Science
Katherine S. Warner, Lower School Science
Kate Wong Gavrilchik, Kindergarten
Tyler Yamamoto, Kindergarten
Sarah Yani, Grade 6 (fall semester)
Dean I. Yonamine, Grade 6
Krysti Lyn Yoshimura, Kindergarten
Ian Young, Lower School Physical Education (one year)

Upper School Faculty

Curtis K. Abe, Performing Arts
Susan M.U. Akamine, World Language - Japanese
Tomoko Akemoto, World Language - Japanese
Aldene P. Albinio, History
John S. Alexander, Performing Arts
Sara Allan, Science
Michael A. Among, English
Jeffrey Andrews, English

Ernette L. Au, Mathematics/Psychology
Jennifer Baker, Mathematics
Luz-Marina Barnard, World Language - Spanish
Andrea L. Barnes, Science
Yuki M. Basso, English
Risa Beer, iDepartment
John W. Bickel, History
Richard Bilench, Science (one year)
Rebus N. Bonning, History
<table>
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<tr>
<th>Name</th>
<th>Department/Subject</th>
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<tbody>
<tr>
<td>Steven S. Borick</td>
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<tr>
<td>Gregory Bowman</td>
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<td>Christopher M. Butler</td>
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<td>Sophie Bretel Conger</td>
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<td>Samuel A. Cropsey</td>
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<td>Manny S. Dayao III</td>
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<td>Paul P. Heimerdinger</td>
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<td>Anna Heshiki</td>
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<td>Frederick W. Heyler</td>
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<td>Mary C. Hicks</td>
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<td>Michelle C.K. Hill</td>
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<td>Tanwen (Ivy) Hou</td>
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<td>Carey S. Inouye</td>
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<tr>
<td>Chiharu Iwamoto</td>
<td>World Language - Japanese</td>
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<tr>
<td>R. Ryan Johnson</td>
<td>Art (one year)</td>
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<td>Sarah Johnson</td>
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<td>Christeana M.K. Jones</td>
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<td>Julia Kameron</td>
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<td>Nan Ketpura-Ching</td>
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<td>Adrian Khactu</td>
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<td>Richie H. Kibota</td>
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<td>Gilson E. Killhour</td>
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<td>Jena T. Kline</td>
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<td>Jarrett Ku Koanui-Souza</td>
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<td>Sheri Ann C. Kobata</td>
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<td>Darin M. Kohara</td>
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<tr>
<td>Jacquelin T. Kojima</td>
<td>World Language - Japanese</td>
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<tr>
<td>Ian K.T. Kusao</td>
<td>Science</td>
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</tbody>
</table>
Upper School Faculty  Continued

Michael F. LaGory, English
Ryan R. LeBeau, Mathematics
Edward H. Lee, English
Lara K. Lee, Mathematics/Science
Ai-ju (Rebecca) Lin,
World Language - Chinese
Donald Marshall, Mathematics
Charles E. Martin, Physical Education
David K. Masunaga, Mathematics
Kristin Y. Masunaga, Physical Education
Sarah G. McCormick, English
Calvin McMillin, English
Maria Guia S. Melo,
World Language - Spanish
William W. Milks, History
Debbie S. Millikan, iDepartment
Kathryn A. Mitchell, Science
Joseph K. Monaco, Mathematics
William K. Monaco, History
Malia Morales, World Language - Hawaiian
Lauren N. Morimoto, History
Russell D. Motter, History
Daniel Muenzer, English
Lynn K. Muramaru, Performing Arts
Heather T. Muraoka, History
Ashley Murray, English
Rhonda D. Nagao, History
Erin Y. Nagoshi, Mathematics
Douglas C. Nakoa, Physical Education
Ryler J. Nielsen, World Language - Japanese
Kathleen W. Nirei, Mathematics
Tora M.E. Nishimiya, English
Kainoa E. Obrey, Physical Education
Cy H. Ohta, History
Cyrenne H. Okimura, Performing Arts
Jacqueline A.K. Okumura, iDepartment/Mathematics
Clint Onigama, Mathematics
Dena M. Ono, Science
Debra M.L. Otsu, English
Miho E. Pagliarini,
World Language - Japanese
Yakshi Palmer, English
Michael T. Park, Mathematics
Jeffrey E. Pearson, World Language - Latin
Alexander Peña, Performing Arts
### Upper School Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Melissa D. Perkins</td>
<td>History</td>
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<tr>
<td>Catherine M. Pettit</td>
<td>World Language - French</td>
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<td>Alexandra W. Pleus</td>
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<td>Lisa M. Preston</td>
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<td>Karen L. Roberts</td>
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<td>James M. Rubasch</td>
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<td>Reid R. Sagawa</td>
<td>Health Education Coordinator</td>
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<td>Andrew H. Sakaguchi</td>
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<td>Kyla Shaw</td>
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<td>Stephanie Simms</td>
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<td>Joan M. Wehrman</td>
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<td>Chase J.H. Wiggins</td>
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<td>Joseph D. Won</td>
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<tr>
<td>Taylor M. Wong</td>
<td>Art/iDepartment</td>
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<tr>
<td>Reid Wyatt</td>
<td>History</td>
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</tbody>
</table>

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Upper School Faculty  Continued

Nancy Wysard, World Language - Spanish
Gabriel M. Yanagihara, iDepartment
Jon Yasuda, World Language - Hawaiian
Alan C. Yeh, Mathematics

Amy T. Yonashiro, Mathematics
Michelle J.T. Yoshioka, Science
Nathan C.H. Zee, English
Nina Zhou, History

Professional Staff

Jennifer Agena, Upper School Librarian
Jo Ann Agena, Library Technician
Leilani K. Ahina-Dawson, Director of Social Emotional Health
Dominic H. Ahuna, Conditioning Coach
Hilary Andaya, Literacy Coach
Lori Arai-Shiraishi, Administrative Assistant to the Director of Performing Arts
Dee Arita, Administrative Assistant to the Directors of Athletics
Leilani Arita-Takayama, Associate Director of College Counseling
Kelly Asato, Upper School Counselor
Phillip Buchanan, Director of Security
Kale Burgo, Groundskeeper
Christopher J. Butler, Director of Research & Analytics

Stephanie L.C. Ching, Director of Sullivan Center Operations
Christy Chock, Administrative Assistant to the Director of Admission, Upper School
Aimee W.F. Choy, Computer Support Specialist
Kathryn Chun, Psychological Evaluator
Edean DeMello, Executive Assistant to the Deans of Students & Studies
John Benjamin Douglass, Media Services Specialist
David Ebinger, Assistant Database Analyst
Lara L. Feldhaus, Upper School Counselor
Babette Fergusson, Health Services Nurse - Residential Life
Shelley Fuller, Registrar’s Office Assistant
Charles W. Gima, Athletic Trainer
<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Lori Hadlock</td>
<td>Admission and Financial Aid Office Assistant</td>
</tr>
<tr>
<td>Leoni Harbottle</td>
<td>Registrar</td>
</tr>
<tr>
<td>Jeri Hattoni</td>
<td>SCIL Operations Assistant</td>
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<tr>
<td>Jason Hew</td>
<td>Upper School Counselor</td>
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<tr>
<td>Colleen Inaba</td>
<td>Administrative Assistant, Gift Processing</td>
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<tr>
<td>Kory Y.K. Kado-Fukuda</td>
<td>Upper School Counselor</td>
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<tr>
<td>Kingsley Kalohelani</td>
<td>Sound Engineer</td>
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<tr>
<td>Deanne K.C. Kanekuni</td>
<td>Lower School Counselor</td>
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<tr>
<td>Joan L. Kaneshiro</td>
<td>Lower School Curriculum Coordinator</td>
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<tr>
<td>Ricky Key</td>
<td>Superintendent of Physical Plant</td>
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<tr>
<td>Darryl M. Kimura</td>
<td>Network Specialist</td>
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<tr>
<td>Melanie Kimura</td>
<td>Cashier/Campus Store Assistant</td>
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<tr>
<td>Faye Korenaga</td>
<td>Executive Assistant to the Dean of Lower School</td>
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<tr>
<td>Dane S. Kurihara</td>
<td>Manager of Media Services</td>
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<tr>
<td>Gina Kusao</td>
<td>Executive Assistant to the Dean of Upper School</td>
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<tr>
<td>Brian K.U. Lee</td>
<td>Pool Director</td>
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<tr>
<td>Hera Lee</td>
<td>Upper School Counselor</td>
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<tr>
<td>Laurie Lee</td>
<td>Administrative Assistant, Residential Admission Office</td>
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<td>Sue Lee</td>
<td>Administrative Assistant to the Director of College Counseling</td>
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<td>Wei L. Lee-Yonamine</td>
<td>Controller</td>
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<td>Berta Liao</td>
<td>Associate Director of College Counseling</td>
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<td>Linda B. Look</td>
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<td>Kevin Lopes</td>
<td>Foreman, Athletic Fields</td>
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<td>Haryson C.K.K.M. Lum</td>
<td>Communications/Graphics Assistant</td>
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<td>Auli'i Mafi</td>
<td>Residential Life Office Assistant</td>
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<td>Carin S. Makishima</td>
<td>Health Services Nurse</td>
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<tr>
<td>Melissa S. Matsuda</td>
<td>Assistant Director of Special Programs</td>
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<tr>
<td>Stuart Matsunami</td>
<td>Athletic Department Event Manager</td>
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<td>Lurline Mau</td>
<td>Executive Assistant to the Dean of Students, Upper School</td>
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<tr>
<td>Carrie S. Miwa</td>
<td>Upper School Librarian</td>
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<td>Kyle I. Miyamoto</td>
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<tr>
<td>Sasha Mizuguchi</td>
<td>Special Programs Office Assistant</td>
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<td>Melanie Mizumoto</td>
<td>ITS Specialist</td>
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<td>Raynee Mochizuki</td>
<td>Administrative Assistant, Advancement Office</td>
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<tr>
<td>Mecca Monson-Gere</td>
<td>Associate Director of Admission and Financial Aid</td>
</tr>
</tbody>
</table>
Professional Staff

Michelle Morioka, Co-Director of Student Activities

Toby Morioka, Administrative Assistant Annual Fund and Liaison to ‘Ohana

Leigh A. Morrison, Graphic Designer

C. Michael Moses, Director of the Annual Fund

Alyson M. Nakagawa, Upper School Counselor

Sandra Nakao, Administrative Assistant to the Director of Admission, Lower School

Sheri Nakaya, Human Resources Generalist/Payroll Specialist

Jacalyn Oda, Chapel Administrative Assistant

Cathy K. Ohta, Events Manager

Carrie Ohira, Attendance Specialist

Ricky Y. Okazaki, Computer Support Specialist

Joline O’Leary, Executive Assistant to the Head of School

Lisa Oshiro Tamura, Lower School Support Specialist

Teddi Pila, Equipment Manager, Athletic Department

Linda L. Reser, Lower School Librarian

Joann Shigeta, Executive Assistant to the Chief Financial Officer

Chris M. Shimabukuro, Director of Legacy Giving

Dean N. Shimamoto, Computer Support Specialist

Kathy Shiraishi, Administrative Assistant to the Director of Counseling

Kori Shlachter, Associate Director of College Counseling

Jamie K. Shoma Loo, Lower School Counselor

Emilyann Shupe, Lower School Counselor

Kimberly Siwiec, Social and Emotional Health Coordinator, Residential Life

Henry Somerville, Tennis Director

Leslie So’oalo, Stewardship Manager

Mona Streng, Registrar’s Office Assistant

Devynne Sue, Administrative Assistant to the Director of Special Programs

Karen Suehisa, Accountant

Michelle Sugihara, Human Resources Generalist/Benefits Specialist

Michele Takahashi, Health Services Nurse

Trisha Takehara, Director of Leadership Giving

John J.A. Tamanaha, Director of Interactive Media

Joy Tanaka, Lower School Administrative Assistant
Professional Staff  Continued

Shari Ann R.A. Tapper, Alumni Relations Manager

Louise S. Tatekawa, Athletic Trainer

Kristen Tobin, Director of Residential Operations

Georgina Tom, Archivist

Patrick J. Tom, Upper School Counselor

Kevin Tomisato, Events Coordinator

Eric Tong, Genomics Program Specialist

Carlene Toshi, Physical Plant Administrative Assistant

Rene Totoki-Enomoto, Campus Store Manager

Joilene Toyama-St. Sure, Accounts Payable Specialist

Eland Tsubata, Residential Operations Assistant

Garvin Tsuji, Athletic Trainer

Kirk Uejio, KA‘I Program

Mitch Viernes, Assistant Videographer

Melanie Wakita, Receptionist

Kelly Weaver, Co-Director of Student Activities

Eric Wehner, Communications Specialist

Chad Willing, Campus Operations and Housing Manager

Michael Wong, Lower School Support Assistant

Nancy Wong Mitsuanaga, Accounts Receivable Specialist

Steven Yamashiro, Database Analyst

Shannon A. Yonamine, Director of Health Services

(As of August 10, 2020)